PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	18/01/23	Prepared by	Kalpana	Serial no.	**13017**
Supplier name	Akshaya Traders			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	12/01/23	PO/WO No.	96139	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2022-23/438	13/01/23	6,320/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	6,320/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	116287	Proof of delivery matches MRN	☑ Yes □ No

Amount B –Other Credits : Transportation charges	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	6,320/-
Amount E – PO / WO value:	6,320/-
Amount F – Difference (A – E):	–
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment – due date	23/01/23
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
19 JAN 2023
MINISH PARIKH
MANAGER PROCUREMENT

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

TAX INVOICE

AKSHAYA TRADERS 6-4-392/1, GROUND FLOOR, KRISHNA NAGAR COLONY, BHOLAKPUR MUSHEERABAD, HYDERABAD GSTIN/UIN: 36BFYPA0121A1Z3 State Name : Telangana, Code : 36	Invoice No. **2022-23/438** Dated **13-Jan-2023** Delivery Note Mode/Terms of Payment Supplier's Ref. Other Reference(s)
Buyer **SUMMIT SALES LLP** HYD GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **96139 170690** Dated **12-Jan-2023** Despatch Document No. Delivery Note Date Despatched through Destination Terms of Delivery

Sl No.	Description of Goods	Quantity	Rate	per	Amount
1	**Sponges**	**500.0 Nos**	8.00	Nos	**4,000.00**
2	**Bombay Brooms**	**200.0 Nos**	8.00	Nos	**1,600.00**
					5,600.00
	Output CGST @ 9%		*9*	%	**360.00**
	Output SGST @ 9%		*9*	%	**360.00**
	Total	**700.0 Nos**			**₹ 6,320.00**

Amount Chargeable (in words)

E. & O.E

INR Six Thousand Three Hundred Twenty Only

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for AKSHAYA TRADERS

AKSHAYA TRADERS HYDERABAD

Authorised Signatory

This is a Computer Generated Invoice

INWARD

Inward No. 19284 Dt: 13/1/23

MRN No: 116287 Dt: 16/1/23

Received By: Sign:

SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.

IN WARD

No: 10430 Date: 18/1/23 Sign:

Purchase Order

 12-01-2023 17:34:05

96139
10.01.23 4:03:09

opy

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details

Akshaya Traders
6-4-392/1, New Bholakpur, Secunderbad

GSTIN 36BFYPA0121A1Z3
9381004542 9959611144

Doc No	96139	170690
Doc Date	12-01-2023	
Quote No	Nil	
Quote Date	10-01-2023	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	368900 - GENE-General Items - Sponges-- - 12pack - Nos	500.00	8.00	0.00	18.00	4,720.00
2	656400 - CONS-Consumables - Bombay Brooms Small-- - - - Nos	200.00	8.00	0.00	0.00	1,600.00
					Total Order Value . . .	**6,320.00**

Rupees : Six Thousand Three Hundred Twenty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	GST included in above price.
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Breakage in your account. Above order for Stock replenishing purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email.

For *Summit Sales LLP*
Authorised Signatory

Name : 13/01/2023

Accepted the above Terms And Conditions
For *Akshaya Traders*

Name :

Date : __/__/____

Requisition Form

Company Name: SSLLP — Date: 10.01.2023

Site & Phase : SHLLP — Time: 11:00:00

Unit No./Block No.

Supplier: — Req. No. 170690

Material required before date: — ID No. 83415

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS7227-Consumables-Acid---1Ltr-Nos	60	62	60		
2	CONS7495-Consumables-Air Freshner----Nos odonil	48	28	48		
3	CONS6564-Consumables-Bombay Brooms Big ----Nos PO :- 96136	50	65	50		
4	CONS9459-Consumables-Coconut Brooms----Nos	150	220	150		
5	CONS1624-Consumables-Handwash liquid----Nos	48	37	48		
6	GENE1417-General Items-Sponges---12pack-Nos PO :- 96139	500	458	500		
7	CONS8566-Consumables-Bombay Brooms Small----Nos	200	335	200		
8	CONS9692-Consumables-Plastic Bucket-with mug White---Nos 220	10	25	10		
9	CONS6196-Consumables-Cleaning Cloth----Nos yellow	120	45	120		
10	CONS1509-Consumables-Toilet cleaner--Harpic-500ml-Nos	24	24	24		

Remarks: For Stock Replenishing purpose

	Engineer	Project Manager	Purchase	MD
Prepared By:	M.Asha jyothi			
Approved By:	Minish			
Sign & Date:				

APPROVED BY
11 JAN 2023
SOHAM MODI
MANAGING DIRECTOR