PURCHASE DIVISION
Advice for approval for credit to supplier

e

Date:	28/01/23	Prepared by	Kalpana	Serial no.	13020
Supplier name	Akshaya Traders			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	28/01/23	PO/WO No.	96398	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2022-23/451	24/01/23	30,975/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	30,975/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	116680	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:	30,975/-
Amount E – PO / WO value:	30,975/-
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	06/02/23
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		30 JAN 2023			
Date		MINISH PARIKH MANAGER PROCUREMENT			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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. **2022-23/451**	Dated **24-Jan-2023**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **SUMMIT SALES LLP** 5-4-187/3&4,II Nd Floor,MG Road, Secunderabad-50000 GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **96398 170729**	Dated **24-Jan-2023**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**Carpentry Hardware Holdfast**		**150 KGS**	120.00	KGS	**18,000.00**
2	**Bombay Nails 50mm**		**25.0 Nos**	110.00	Nos	**2,750.00**
3	**Bombay Nails 62.50 mm**		**25.0 Nos**	110.00	Nos	**2,750.00**
4	**BOMBAY NAILS**		**25.0 Nos**	110.00	Nos	**2,750.00**
						26,250.00
	Output CGST @ 9%			9	%	**2,362.50**
	Output SGST @ 9%			9	%	**2,362.50**
	Total					**₹ 30,975.00**

INWARD
Inward No. 19327 Dt: 24/1/23
MRN No: 116680 Dt: 25/01/23
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST
IN WARD
No: 10465
Date: 25/1/23
Sign:

Amount Chargeable (in words) E. & O.E

INR Thirty Thousand Nine Hundred Seventy Five 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

Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

 23-01-2023 16:27:11 Origi

96398
10.01.23 4:03:12

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	**Doc No**	96398	170729
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	23-01-2023	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	21-01-2023	
9381004542 9959611144	**SupplyType**	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	275200 - HARD-Hardware - Hold fast-- - 100mm - Kgs	150.00	120.00	0.00	18.00	21,240.00
2	486100 - HARD-Hardware - Bombay Nails -- - 50mm - Kgs	25.00	110.00	0.00	18.00	3,245.00
3	836800 - HARD-Hardware - Bombay Nails -- - 62.50mm - Kgs	25.00	110.00	0.00	18.00	3,245.00
4	228700 - HARD-Hardware - Bombay Nails -- - 75mm - Kgs	25.00	110.00	0.00	18.00	3,245.00
					Total Order Value . . .	**30,975.00**

Rupees : Thirty Thousand Nine Hundred Seventy Five Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes 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 to reject items not conforming to quality and specifications. Above order for Stock replanishing 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 invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email

For ***Summit Sales LLP***

Authorised Signatory

Name : 24/01/2023

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name: SSLLP

Site & Phase : SHLLP

Unit No./Block No.

Supplier:

Material required before date:

Date: 21.01.2023

Time: 11:00:00

Req. No. 170729

ID No. 83654

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD6478-Hardware-Hold fast---100mm-Kgs	150	100	150		
2	HARD4934-Hardware-Bombay Nails ---50mm-Kgs	25	0	25		
3	HARD2155-Hardware-Bombay Nails ---62.50mm-Kgs	25	32	25		
4	HARD9376-Hardware-Bombay Nails ---75mm-Kgs	25	0	25		
5						
6						
7						
8						
9						
10						

PO 96398.

Remarks: For Stock Replenising purpose

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

APPROVED BY
21 JAN 2023
SOHAM MODI
MANAGING DIRECTOR