PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	23/03/22	Prepared by	Ramya	Serial no.	
Supplier name	Avighna Distributors			HO inward no.	
Firm/Company	SSCCP	Project	SHCCP	HO received date	
PO/WO date	21/03/22	PO/WO No.	865987	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0077	22/3/22	12,397.2	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	12,397
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 105209	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:	12,397/-
Amount E – PO / WO value:	12,397/-
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	28/03/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:	[signature]				
Date	23/03/22				
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.

GSTIN : 36FSTPS6819H1ZS   TAX INVOICE   Mobile : 7075153859

AVIGHNA DISTRIBUTORS

House Keeping and Office Need Stationary Material.

B-80, JJ Nagar, Defence Colony, Neredmet, Hyderabad, Medchal-Malkajgiri, Telangana 500094

Name :	SUMMIT SALES LLP		Invoice No : 0077
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003		Date : 22-03-2022
GSTIN :	36ACQFS2044C1Z7		PO No:- 86597
State:	Telangana	state code: 36	Payments Terms :- 25 Days
			Delivery Adress :- Cherlapally

S. No.	Description of Goods	HSN Code	Qty	Rate	Taxable Amount 5%	Taxable Amount 12%	Taxable Amount 18%	Amount
1	A4 JK Red 75 GSM	4802	50	210		10500		
2	Scribbling Pad		60	9			540	

INWARD
Inward No: 17909 Dt: 22/3/22
MRN No: 105209 Dt: 23/3/22
Received By: Sign
SUMMIT SALES LLP

J. Sohrukhan
9246364748

		5%	12%	18%	Amount
Rupees in words -------------------- **Twelve Thousand Three Hundred Ninty Seven And Twenty Paise Only-**	**Total Amount before Tax**		10500	540	
	Add : CGST		630	48.6	
	Add : SGST		630	48.6	
	GRAND TOTAL		11760	637.2	**12397.2**

Bank Details : Kotak Mahindra Bank
Account No : 7945120725
Branch : General Bazar , Sec-Bad
IFSC Code : KKBK0007450

1.Goods once sold will not taken back or exchangd
2.Subject to Hyderabad. Jurisdiction.E.&.O.E.

Cerified that the particulars given above are true and correct

For AVIGHNA DISTRIBUTORS

B. Chandra Mohan

Authorised Signature

AVIGHNA DISTRIBUTORS HYD.

Purchase Order

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86597
16.03.22 2:13:32

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

Supplier Details			
Avighna Distributors B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad, Mechal-Malkajgiri-500094 **GSTIN** 36FSTPS6819H1ZS 7075153859 7075153859	**Doc No**	86597	169587
	Doc Date	21-03-2022	
	Quote No	Nil	
	Quote Date	17-03-2022	
	SupplyType	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
2	7584 - Stationery - other - Scribbling Pads - other - nos	60.00	9.00	0.00	18.00	637.20
	Total Order Value . . .					**12,397.20**

Rupees : Twelve Thousand Three Hundred Ninty Seven and Paise Twenty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill.
Tax	All taxes included in above price.
Delivery Date	Next working day
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	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 specification, Damage is in suppliers account above order is for Stock replanish 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 ofice or purchase site office. Proof of delivery/DC can be sent by email.

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	17.03.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169587
Material required before date:		ID No.	74830

No	Description	Size	Quantity	Units	Inward No	Date
1	A4 Paper 86597	A4	50	Bundle		
2	Scriblling pads		60	Nos		

Remarks: For Stock Repleneshing purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY
Sign.& Date	17.03..2022	Sign. & Date	17 MAR 2022 SOHAM MODI MANAGING DIRECTOR

Note: On receipt of material at site write inward number and date in last 2 columns.