F

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	SSLLP	Project	SHLLP	HO received date	
PO/WO date	21/03/22	PO/WO No.	86598	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0079	22/03/22	15212.48	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	15,212
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	105208	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:	15,212.48
Amount E – PO / WO value:	15,212.48
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 : 0079
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 22-03-2022
GSTIN :	36ACQFS2044C1Z7	PO No:- 86598
State:	Telangana state code: 36	Payments Terms :- 25 Days
		Delivery Adress :- Cherlapally

					Taxable Amount			
S. No.	Description of Goods	HSN Code	Qty	Rate	5%	12%	18%	Amount
1	Room Freshner	9616	24 Nos	80			1920	
2	Hard Brooms	9603	100 Nos	16				1600
3	Dettol Hand Wash 200ml	3402	48 Nos	80			3840	
4	Dust Bin	3924	24 Nos	75			1800	
5	Dust Pans	9603	24 Nos	16			384	
6	Wipers	6307	20 Nos	80			1600	
7	Harpic 500ml	8480	24 Nos	83			1992	

INWARD
Inward No: 17908 Dt: 22/3/22
MRN No: 105208 Dt: 23/3/22
Received By: Sign:
SUMMIT SALES LLP

Rupees in words -------------------- **Fifteen Thousand Two Hundred Twelve and Fourty Eight Only/-**	**Total Amount before Tax**		11536	1600
	Add : CGST		1038.24	
	Add : SGST		1038.24	
	GRAND TOTAL		13612.48	**15212.48**

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 particulares given above are true and correct
For AVIGHNA DISTRIBUTORS
Chandra
Authorised Signature

DISTRIBUTORS HYD.

Purchase Order

 21-03-2022 12:24:59

86598
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	**Doc No**	86598	169588
	Doc Date	21-03-2022	
GSTIN 36FSTPS6819H1ZS	**Quote No**	Nil	
7075153859 7075153859	**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	4001 - Consumables - Air Freshner - NA - nos *Room freshner*	24.00	80.00	0.00	18.00	2,265.60
2	4009 - Consumables - Coconut Broom - other - nos	100.00	16.00	0.00	0.00	1,600.00
3	4022 - Consumables - Dettol - NA - nos *Santoor Handwash*	48.00	80.00	0.00	18.00	4,531.20
4	4026 - Consumables - Dust bin - NA - nos	24.00	75.00	0.00	18.00	2,124.00
5	4098 - Consumables - Dust pan - NA - nos	24.00	16.00	0.00	18.00	453.12
6	4071 - Consumables - Wiper - Other - nos	20.00	80.00	0.00	18.00	1,888.00
7	4035 - Consumables - Harpic - Cleaner - 500ml - nos	24.00	83.00	0.00	18.00	2,350.56
				Total Order Value . . .		**15,212.48**

Rupees : Fifteen Thousand Two Hundred Twelve and Paise Fourty Eight Only.

Terms and Conditions :-

Specification / Brand	After Delivery & Production of bill
Payment Terms	Inclusive of all taxes
Tax	Next Day.
Delivery Date	Next 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 specifications. Above order for Stock maintain Purpose
Completion Date	Nil
Measurment	Nil
Security	Nil

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ____________

Date : __/__/____

Purchase Order

21-03-2022 12:24:59

Original / Office Copy / Purchase Div.Copy

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 : ______________________

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.	169588
Material required before date:		ID No.	74821

No	Description	Size	Quantity	Units	Inward No	Date
1	Room freshener		24	Nos		
2	Coconut brooms	86598	100	Nos		
3	Handwash-~~santhoor~~ Dettol		48	Nos		
4	Dust bin		24	Nos		
5	Dust pan		24	Nos		
6	Wiper		20	Nos		
7	Harpic cleaner	500ml	24	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.