(B)

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30/03/22	Prepared by	Vanajakshi	Serial no.	2666
Supplier name	Avighna Distributors			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	25/03/22	PO/WO No.	86783	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0082	26/03/22	16,547/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	16,547/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	105532	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:	16,547/-
Amount E – PO / WO value:	16,547/-
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	4/04/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	[signature]				
Date	30/03/22				
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 : 0082
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003		Date : 26-03-2022
GSTIN :	36ACQFS2044C1Z7		PO No:- 86783
State:	Telangana	state code: 36	Payments Terms :- 25 Days
			Delivery Adress :- Cherlapally

S. No.	Description of Goods	HSN Code	Qty	Rate	Taxable Amount 5%	12%	18%	Amount
1	Harpic 500ml	8480	24 Nos	83			1992	
2	Colin 500ml	3402	40 Nos	78			3120	
3	Wheel Surf 500grms	3402	30 Nos	26			780	
4	Phenyl 1 Ltr	3402	20 Nos	36			720	
5	Acid 1 Ltr	3402	60 Nos	14			840	
6	Odonil	3307	36 Nos	42			1512	
7	Dust Bins	3924	24 Nos	50			1200	
8	Mopping Cloth	5208	120 Nos	16	1920			
9	Bucket With Mug	8431	10 Nos	215			2150	

INWARD
Inward No: 17949 Dt: 30/3/22
MRN No: 105532 Dt: 30/3/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 98821
Date: 30/3
Sign:

Rupees in words ---------------------	Total Amount before Tax	1920		12314	
Sixteen Thousand Five Hundred	Add : CGST	48		1108.26	
Forty Six and Fifty two Paise	Add : SGST	48		1108.26	
	GRAND TOTAL	2016		14530.52	**16546.52**

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 Mohan **Authorised Signature**

AVIGHNA DISTRIBUTORS HYD.

Purchase Order

  25-03-2022 15:04:41

86783
16.03.22 2:13:35

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	**Doc No**	86783	169613
B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad, Mechal-Malkajgiri-500094	**Doc Date**	25-03-2022	
	Quote No	Nil	
GSTIN 36FSTPS6819H1ZS	**Quote Date**	25-03-2022	
7075153859 7075153859	**SupplyType**	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4035 - Consumables - Harpic - Cleaner - 500ml - nos *Blue*	24.00	83.00	0.00	18.00	2,350.56
2	4014 - Consumables - Colin - 500ml - nos	40.00	78.00	0.00	18.00	3,681.60
3	4059 - Consumables - Surf Detergent Powder - NA - kgs *Wheel 500grms*	30.00	26.00	0.00	18.00	920.40
4	4046 - Consumables - Phinyle - 1Ltr - nos	20.00	36.00	0.00	18.00	849.60
5	4000 - Consumables - Acid - NA - ltrs	60.00	14.00	0.00	18.00	991.20
6	4001 - Consumables - Air Freshner - NA - nos *odonil*	36.00	42.00	0.00	18.00	1,784.16
7	4026 - Consumables - Dust bin - NA - nos	24.00	50.00	0.00	18.00	1,416.00
8	4040 - Consumables - Mopping Cloth - NA - nos *White*	120.00	16.00	0.00	5.00	2,016.00
9	4006 - Consumables - Bucket - other - nos *with mug*	10.00	215.00	0.00	18.00	2,537.00
				Total Order Value . . .		**16,546.52**

Rupees : Sixteen Thousand Five Hundred Fourty Six and Paise Fifty Two Only.

Terms and Conditions :-

Specification / 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 Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ____________

Date : __/__/____

Purchase Order

 25-03-2022 15:04:41 Original / Office Copy / Purchase Div.Copy

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
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 : ______________________

Name : ______________________

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	24.03.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169613
Material required before date:		ID No.	75004

No	Description	Size	Quantity	Units	Inward No	Date
1	Surf	500grms	30	Nos		
2	Harpic	500ml	24	Nos		
3	Colin	500ml	40	Nos		
4	Phinyl		20	Nos		
5	Acid 86783	1 liter	60	Nos		
6	Odonil packet		36	Nos		
7	Dust bin		24	Nos		
8	Cleaning cloth		120	Nos		
9	Plastic bucket		10	Nos		
10	Hacksaw blade	double	300	Box		

Remarks: For Stock repleneshing purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY
Sign.& Date	24.03..2022	Sign. & Date	24 MAR 2022 SOHAM MODI MANAGING DIRECTOR

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