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PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	20/03/22	Prepared by	Vanajakshi	Serial no.	L 2664
Supplier name	Avighna Distributors			HO inward no.	
Firm/Company	SCLLP	Project	SHLLP	HO received date	
PO/WO date	25/03/22	PO/WO No.	86779	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0083	26/03/22	15,831	☑ Yes □ No
2.				□ Yes □ No
3.			/	□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			15,831/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	105533	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:			15,831/-
Amount E – PO / WO value:			15,831/-
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 : 0083
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003		Date : 26-03-2022
GSTIN :	36ACQFS2044C1Z7		PO No:- 86779
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	Project Folders A4	8305	500 Nos	4.8			2400	
2	Permanent Marker Blue	9608	40 Nos	15			600	
3	Permanent Marker Black	9608	30 nos	15			450	
4	A4 JK Red 75 GSM	4802	50 Nos	210		10500		

INWARD
Inward No: 17950 Dt: 30/3/22
MRN No: 105533 Dt: 30/3/22
Received By: Sign: 8
SUMMIT SALES LLP

SUMMIT SALES LLP
INWARD
No: 92822
Date: 30/3
Sign:
R.R. DIST.

Rupees in words -------------------- **Fifteen Thousand Eight Hundred Thirty One Only/-**	**Total Amount before Tax**	10500	3450	
	Add : CGST	630	310.5	
	Add : SGST	630	310.5	
	GRAND TOTAL	11760	4071	**15831**

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.

Certified that the particulares given above are true and correct

For AVIGHNA DISTRIBUTORS

Chandra Mohan

Authorised Signature

AVIGHNA DISTRIBUTORS HYD.

Purchase Order

 25-03-2022 16:34:57 O

86779
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**	86779	169614
B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad, Mechal-Malkajgiri-500094	**Doc Date**	25-03-2022	
	Quote No	nil	
GSTIN 36FSTPS6819H1ZS	**Quote Date**	24-03-2022	
7075153859 7075153859	**SupplyType**	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7571 - Stationery - other - Projects folder - NA - nos *A4*	500.00	4.80	0.00	18.00	2,832.00
2	7544 - Stationery - other - Marker - NA - nos *blue*	40.00	15.00	0.00	18.00	708.00
3	7544 - Stationery - other - Marker - NA - nos *black*	30.00	15.00	0.00	18.00	531.00
4	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
					Total Order Value . . .	**15,831.00**

Rupees : Fifteen Thousand Eight Hundred Thirty One 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 working 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 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 : 25/03/2022

Accepted the above Terms And Conditions
For *Avighna Distributors*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	24.03.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169614
Material required before date:		ID No.	75005

No	Description	Size	Quantity	Units	Inward No	Date
1	Project folder	A4	500	Nos		
2	Marker pens	blue	40	Nos		
3	Marker pens	black	30	Nos		
4	Paper bundle	A4	50	Bundle		

86779

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.