

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 6/04/22		Prepared by: Vanajathi		Serial no. 2871	
Supplier name: Avighna Distributors				HO inward no.	
Firm/Company: SCLP		Project: SHLP		HO received date	
PO/WO date: 1/04/22		PO/WO No. 86999		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	03	1/04/22	15,418	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			15,418/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 105792	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:			15,418/-
Amount E – PO / WO value:			15,418/-
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		11/04/22	
Remarks: final Bill			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajathi				
Sign:	[Signature]				
Date	6/04/22				
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.

Purchase Order

Page(s) 1 Of 1

01-04-2022 16:32:59



86999

Div.Copy

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

16.03.22 2:13:39

Supplier Details

Avighna Distributors
B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad,
Mechal-Malkajgiri-500094

GSTIN 36FSTPS6819H1ZS

7075153859

7075153859

Doc No	86999	169643
Doc Date	01-04-2022	
Quote No	Nil	
Quote Date	01-04-2022	
SupplyType	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7507 - Stationery - other - Box file - Big - nos	50.00	50.00	0.00	18.00	2,950.00
2 7592 - Stationery - other - stamp pad - NA - nos	20.00	30.00	0.00	18.00	708.00
3 7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
Total Order Value . . .					15,418.00

Rupees : Fifteen Thousand Four Hundred Eighteen 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
Penalty 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 office 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:	31.03.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169643
Material required before date:		ID No.	75217

No	Description	Size	Quantity	Units	Inward No	Date
1	Box file	big	50	Nos		
2	Stamp pad		20	Nos		
3	Chalk piece		5	Box		
4	A4 Paper	A4	50	Bundle		

Remarks: For Stock replenishing purpose.

Prepared By	Vanajakshi	Approved by	
Sign. & Date	31.03..2022	Sign. & Date	

APPROVED BY

01 APR 2022

SOHAM MODI
MANAGING DIRECTOR

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