(6)

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6/04/22	Prepared by	Vanajatthi	Serial no.	2870
Supplier name	Avghna Distributors			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	1/04/22	PO/WO No.	86994	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	02	1/04/22	11,547/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	11,547/-

Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	105793	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:	11,547/-
Amount E – PO / WO value:	11,547/-
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	11/04/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajatthi				
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.

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 : 02
Address: 5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 01-04-2022
GSTIN : 36ACQFS2044C1Z7	PO No:- 86994
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	Bucket With Mug	8431	10 Nos	215			2150	
2	Bombay Brooms Big	9603	50 Nos	74				3700
3	Bleaching Powder 25Kg	2828	5 Nos	900			4500	
	Total Amount before Tax						6650	3700
	Add : CGST						598.5	
	Add : SGST						598.5	
	GRAND TOTAL						7847	**11547**

INWARD
Inward No: 17985 Dt: 6/4/22
MRN No: 105793 Dt: 6/04/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP INWARD No: 93630 Date: 6/4 Sign: R.R. DIST.

Rupees in words --------------------
Eleven Thousand Five Hundred Fourty Seven Only/-

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
B. Chandra Mohan
Authorised Signature

AVIGHNA DISTRIBUTORS HYD.

Purchase Order

 01-04-2022 16:32:59

86994
16.03.22 2:13:39

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**	86994	169639
B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad, Mechal-Malkajgiri-500094	**Doc Date**	01-04-2022	
	Quote No	Nil	
GSTIN 36FSTPS6819H1ZS	**Quote Date**	01-04-2022	
7075153859 7075153859	**SupplyType**	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4006 - Consumables - Bucket - other - nos *with Mug*	10.00	215.00	0.00	18.00	2,537.00
2	4003 - Consumables - Bombay Broom - Big - nos	50.00	74.00	0.00	0.00	3,700.00
3	4067 - Consumables - Bleach powder - NA - kgs	5.00	900.00	0.00	18.00	5,310.00
					Total Order Value . . .	**11,547.00**

Rupees : Eleven Thousand Five Hundred Fourty Seven 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
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 : 30/04/2022

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.	169639
Material required before date:		ID No.	75213

No	Description		Size	Quantity	Units	Inward No	Date
1	Bombay broom		Big	50	Nos		
2	Coconut brooms	86989		200	Nos		
3	PVC Bucket			10	Nos		
4	Bleaching powder	86994		5	Bags		

Remarks: For Stock repleneshing purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY
Sign.& Date	31.03..2022	Sign. & Date	01 APR 2022 SOHAM MODI MANAGING DIRECTOR

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