PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/04/2022	Prepared by	MINISH.	Serial no.	3224
Supplier name	Avighna Distributor's.			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	11/04/2022	PO/WO No.	87279.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	10	14/04/2022	9,029/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	9,029/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	106201	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:	9,029/-
Amount E – PO / WO value:	8,970/-
Amount F – Difference (A – E).	(+) 59/-
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	25/04/2022
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:					
Date		18 APR 2022			
Approval limit	Upto 20k	Above 20k MINISH PARIKH MANAGER PROCUREMENT	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 : 10
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 14-04-2022
GSTIN :	36ACQFS2044C1Z7	PO No:- 87279
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	Surf Detergent Powder (500 grms)	3402	10 Nos	30			300	
2	Water Bottle	3924	30 Nos	40			1200	
3	Cleaning Brush	9603	10 Nos	60			600	
4	Scrubber	6805	20 Nos	10			200	
5	Vim Bar	3405	48 Nos	40			1920	
6	Lisol (500 Ml)	3808	24 Nos	78			1872	
7	Colin (500 Ml)	3402	20 Nos	78			1560	

INWARD
Inward No: 18028 Dt: 16/4/22
MRN No: 10620 Dt: 16/4/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP IN WARD No: 93440 Date: 18/4 Sign: R.R. DIST.

4246364748

Rupees in words ----------	Total Amount before Tax	7652
Nine Thousand Twenty Nine	Add : CGST	688.68
Rupees Thirty Six Paisa Only /-	Add : SGST	688.68
	GRAND TOTAL	9029.36

GRAND TOTAL Amount: 9029.36

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 particulars given above are true and correct

For AVIGHNA DISTRIBUTORS
B. Chandra Mohan
Authorised Signature

AVIGHNA DISTRIBUTORS HYD.

Purchase Order

 12-04-2022 13:38:57

87279
04.04.22 1:33:43

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**	87279	169676
B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad, Mechal-Malkajgiri-500094	**Doc Date**	11-04-2022	
	Quote No	Nil	
GSTIN 36FSTPS6819H1ZS	**Quote Date**	11-04-2022	
7075153859 7075153859	**SupplyType**	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4059 - Consumables - Surf Detergent Powder - NA - kgs *500grms*	10.00	25.00	0.00	18.00	295.00
2	4108 - Consumables - Water Bottle - NA - Nos *1ltr*	30.00	40.00	0.00	18.00	1,416.00
3	4007 - Consumables - Cleaning Brush - NA - nos	10.00	60.00	0.00	18.00	708.00
4	4055 - Consumables - Scrubber - NA - nos	20.00	10.00	0.00	18.00	236.00
5	4065 - Consumables - Vim bar - NA - nos	48.00	40.00	0.00	18.00	2,265.60
6	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs *500ml*	24.00	78.00	0.00	18.00	2,208.96
7	4014 - Consumables - Colin - 500ml - nos *500ml*	20.00	78.00	0.00	18.00	1,840.80
				Total Order Value . . .		**8,970.36**

Rupees : Eight Thousand Nine Hundred Seventy and Paise Thirty Six 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

For ***Summit Sales LLP***

Authorised Signatory

Name : 12/04/2022

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ____________

Date : __/__/____

Purchase Order

 12-04-2022 13:38:57 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

12/04/2022

Name : ______

Name : ______

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	08.04.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169676
Material required before date:		ID No.	75474

No	Description	Size	Quantity	Units	Inward No	Date
1.	Acid	1liter	60	Nos		
2.	Aie freshner-odonil		48	Nos		
3.	Room freshner		24	Nos		
4.	Bombay brooms	Big	50	Nos		
5.	Dettol handwash-santhoor		48	Nos		
6.	Dust pan		12	Nos		
7.	Sponges		500	Nos		
8.	PVC Bucket		10	Nos		
9.	Cleaning cloth yellow		120	Nos		
10.	Harpic cleaner	500ml	24	Nos		
11.	Check cloth 87273		120	Nos		
12.	Mopping stick		50	Nos		
13.	Phinyle	1liter	20	Nos		
14.	Scrubber		20	Nos		
15.	Surf	500grams	30	Nos		
16.	Vimbar		48	Nos		
17.	Lizol	1liter	24	Nos		
18.	Colin 87279	500ml	20	Nos		
19.	Water bottles		30	Nos		
20.	Cleaning brush		10	Nos		
21.	Torch light	Big	5	Nos		
22.	GI Buckets 87278		48	Nos		
23.	Bombay brooms	small	300	Nos		
24.	Bleaching powder		5	Nos		

Remarks: For Stock repleneshing purpose.

APPROVED BY
11 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Prepared By	Vanajakshi	Approved by	
Sign.& Date	08.04.2022	Sign. & Date	

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