PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date	10/5/22	Prepared by	Deepa	Serial no.	3863
Supplier name	Avighna Distributors			HO inward no.	
Firm/Company	SSLLP	Project	SSLLP	HO received date	
PO/WO date	2/5/22	PO/WO No.	87896	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21	2/5/22	28,171.60	☑ Yes ☐ No
2				☐ Yes ☐ No
3				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A Bills total (Excluding Transport & Hamali Charges):	28,171.60
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	106941	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:	28,171.60
Amount E - PO / WO value:	28,171.60
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	16/5/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Deeps				
Sign:	[signature]	12 MAY 2022			
Date	10/5/22	MINISH PARIKH			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
MINISH PARIKH
MANAGER PROCUREMENT

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

 04-05-2022 13:21:04

87896
20.04.22 3:07:39

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

GSTIN 36FSTPS6819H1ZS

7075153859 7075153859

Doc No	87896	169754
Doc Date	02-05-2022	
Quote No	Nil	
Quote Date	02-05-2022	
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 *Rexine-Blue*	10.00	90.00	0.00	18.00	1,062.00
2	7507 - Stationery - other - Box file - Big - nos *Rexine-Black*	10.00	90.00	0.00	18.00	1,062.00
3	7507 - Stationery - other - Box file - Big - nos *Rexine-Red*	10.00	90.00	0.00	18.00	1,062.00
4	7560 - Stationery - other - Pen - NA - nos *Blue*	200.00	2.80	0.00	18.00	660.80
5	7529 - Stationery - other - File Folders - NA - nos *A4*	500.00	5.20	0.00	18.00	3,068.00
6	7554 - Stationery - other - Paper - A3 - bundles *100GSM*	5.00	580.00	0.00	12.00	3,248.00
7	7555 - Stationery - other - Paper - A4 - bundles *100GSM*	5.00	330.00	0.00	12.00	1,848.00
8	7542 - Stationery - other - Ledger Paper - NA - bundles *Green*	5.00	330.00	0.00	12.00	1,848.00
9	7555 - Stationery - other - Paper - A4 - bundles	50.00	215.00	0.00	12.00	12,040.00
10	7525 - Stationery - other - Executive Bond Paper - NA - bundles	5.00	330.00	0.00	12.00	1,848.00
11	7584 - Stationery - other - Scribbling Pads - other - nos	40.00	9.00	0.00	18.00	424.80
					Total Order Value . . .	**28,171.60**

Rupees : Twenty Eight Thousand One Hundred Seventy One and Paise Sixty 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

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ____________

Date : __/__/____

Purchase Order

 04-05-2022 13:21:04 Original / Office Copy / Purchase Div.Copy

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 : ____________________

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	29.04.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169754
Material required before date:		ID No.	76075

No	Description	Size	Quantity	Units	Inward No	Date
1.	Rexin Box file (blue)		10	Nos		
2.	Rexin Box file (black)		10	Nos		
3.	Rexin Box file (red)		10	Nos		
4.	Blue pens		200	Nos		
5.	Project folders	A4	500	Nos		
6.	Paper bundle 100gsm 87896	A3 - 215	5	Bundle		
7.	Paper bundle 100gsm	A4	5	Bundle		
8.	Ledger paper bundle (Green)		5	Bundle		
9.	Paper bundle	A4	50	Bundle		
10.	Executive Bond paper		5	Bundle		
11.	Scriblling pads	40		Nos		

Remarks: For stock replenishig purpose.

Prepared By	Vanajakshi	Approved by	
Sign.& Date	29.04.2022	Sign. & Date	

APPROVED BY
02 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

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

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 : 21
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 02-05-2022
GSTIN :	36ACQFS2044C1Z7	PO No:- 87896
State:	Telangana state code: 36	Payments Terms :- 25 Days
		Delivery Adress :- Cherlapally

					Taxable Amount			
S. No.	Description of Goods	HSN Code	Qty	Rate	5%	12%	18%	Amount
1	Rexine Box File Blue	7507	10 Nos	90			900	
2	Rexine Box File Black	7507	10 Nos	90			900	
3	Rexine Box File Red	7507	10 Nos	90			900	
4	SS Prime Blue Pen	9608	200 Nos	2.80			560	
5	Project File Folders A4	8305	500 Nos	5.20			2600	
6	A3 Paper Bundle 100GSM	4802	5 Nos	580		2900		
7	A4 Paper Bundle 100GSM	4802	5 Nos	330		1650		
8	Ledger Paper Bundle Green	7542	5 Nos	330		1650		
9	A4 Paper Bundle 75GSM	4802	50 Nos	215		10750		
10	Exequtive Bond Paper Bundles	4802	5 Nos	330		1650		
11	Scribbling Pads	4820	40 Nos	9			360	

INWARD
Inward No: 1812 Dt: 7/5/22
MRN No: 106961 Dt: 8/5/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP IN WARD No: 94173 Date: 9/5/22 Sign: R.D. DEPT.

9246364748

Rupees in words -------------------- **Twenty Eight Thousand One Hundered Sevent One Rupees Sixty /-**	**Total Amount before Tax**		18600	6220	
	Add : CGST		1116	559.8	
	Add : SGST		1116	559.8	
	GRAND TOTAL		20832	7339.6	**28171.60**

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.