PURCHASE DIVISION
Advice for approval for credit to supplier

8

Date	10/5/22	Prepared by	Deepa	Serial no.	3864
Supplier name	Avighna Distributor			HO inward no.	
Firm/Company	SSLLP	Project	SSLLP	HO received date	
PO/WO date	2/5/22	PO/WO No.	87892	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	20	2/5/22	29,383.96	☑ Yes ☐ No
2				☐ Yes ☐ No
3				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A Bills total (Excluding Transport & Hamali Charges):	29,383.96

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

MRN nos.:	106940	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:	29,383.96
Amount E - PO / WO value:	29,383.96
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	M D	Accountant	Accounts Manager
Name:	Deepa	APPROVED			
Sign:	[signature]	12 MAY 2022			
Date	10/5/22	MINISH PARIKH			
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

 02-05-2022 15:05:57

87892
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	87892	169752
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	4000 - Consumables - Acid - NA - ltrs	60.00	14.00	0.00	18.00	991.20
2	4003 - Consumables - Bombay Broom - Big - nos	50.00	80.00	0.00	0.00	4,000.00
3	4022 - Consumables - Dettol - NA - nos *Hand wash*	48.00	80.00	0.00	18.00	4,531.20
4	4071 - Consumables - Wiper - Other - nos	10.00	80.00	0.00	18.00	944.00
5	4041 - Consumables - Mopping stick - NA - nos	30.00	120.00	0.00	18.00	4,248.00
6	4040 - Consumables - Mopping Cloth - NA - nos *White-120*	120.00	16.00	0.00	5.00	2,016.00
7	4065 - Consumables - Vim bar - NA - nos	24.00	40.00	0.00	18.00	1,132.80
8	4035 - Consumables - Harpic - Cleaner - 500ml - nos	24.00	83.00	0.00	18.00	2,350.56
9	4014 - Consumables - Colin - 500ml - nos	20.00	78.00	0.00	18.00	1,840.80
10	4046 - Consumables - Phinyle - 1Ltr - nos	20.00	36.00	0.00	18.00	849.60
11	4001 - Consumables - Air Freshner - NA - nos *Air pockets*	20.00	42.00	0.00	18.00	991.20
12	4007 - Consumables - Cleaning Brush - NA - nos	10.00	60.00	0.00	18.00	708.00
13	4108 - Consumables - Water Bottle - NA - Nos *1ltrs*	48.00	40.00	0.00	18.00	2,265.60
14	4005 - Consumables - Broom with stick - NA - nos	10.00	85.00	0.00	18.00	1,003.00
15	4040 - Consumables - Mopping Cloth - NA - nos *Yellow*	120.00	12.00	0.00	5.00	1,512.00
				Total Order Value . . .		**29,383.96**

Rupees : Twenty Nine Thousand Three Hundred Eighty Three and Paise Ninty Six Only.

Terms and Conditions :-

Specification / After Delivery & Production of bill

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ____________________

Date : __/__/____

Purchase Order

 02-05-2022 15:05:57 Original / Office Copy / Purchase Div.Copy

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 : ____________________

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.	169752
Material required before date:		ID No.	76074

No	Description	Size	Quantity	Units	Inward No	Date
1.	Acid	1 liter	60	Nos		
2.	Bombay Brooms	Big	50	Nos		
3.	Dettol Handwash-Santhoor		48	Nos		
4.	Wiper		10	Nos		
5.	Mopping stick		30	Nos		
6.	Mopping cloth		120	Nos		
7.	Yellow cloth		120	Nos		
8.	Vimbar		24	Nos		
9.	Harpic cleaner 87892	500ml	24	Nos		
10.	Colin	500ml	20	Nos		
11.	Phinyl	1 liter	20	Nos		
12.	Air packets		20	Nos		
13.	Cleaning brush		10	Nos		
14.	Water bottles	1 liter	48	Nos		
15.	Broom with stick		10	Nos		

Remarks: For stock replenishig purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY 02 MAY 2022
Sign.& Date	29.04.2022	Sign. & Date	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 : 20
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003		Date : 2-05-2022
GSTIN :	36ACQFS2044C1Z7		PO No:- 87892
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	Acid 1 Ltr	3402	60 Nos	14			840	
2	Soft Brooms	9603	50 Nos	80				4000
3	Dettol Hand Wash	3402	48 Nos	80			3840	
4	Wiper	9603	10 Nos	80			800	
5	Mopping Stick	9603	30 Nos	120			3600	
6	Mopping Cloth White	6307	120 Nos	16	1920			
7	Vim Bar BIG	3405	24 Nos	40			960	
8	Harpic 500 ML	8480	24 Nos	83			1992	
9	Colin 500 ML	3402	20 Nos	78			1560	
10	Phenyl 1 Ltr	3402	20 Nos	36			720	
11	Air Freshner	3307	20 Nos	42			840	
12	Bath Room Brush	9603	10 Nos	60			600	
13	Water Bottle 1Ltr	3924	48 Nos	40			1920	
14	Broom With Stick (Sky Broom)	9603	10 Nos	85			850	
15	Mopping Cloth Yellow	6304	120 Nos	12	1440			

INWARD
Inward No: 8120 Dt: 21/5/22
MRN No: 106940 Dt: 8/5/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 94172
Date: 9/5/22
Sign:
P.R. DEPT.

24636 4748

Rupees in words --------------------	Total Amount before Tax	3360		18522	4000
Twenty Nine Thousand Three Hundered	**Add : CGST**	84		1666.98	
Eight Three Rupees Ninty Six Pasa /-	**Add : SGST**	84		1666.98	
	GRAND TOTAL	3528		21855.96	**29383.96**

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.

Cerified that the particulares given above are true and correct

For AVIGHNA DISTRIBUTORS

Chandra Mohan

Authorised Signature

AVIGHNA DISTRIBUTORS HYD.