

PURCHASE DIVISION
Advice for approval for credit to supplier

⑤

Date: 10/5/22		Prepared by: Deepa		Serial no.: 3864	
Supplier name: Anghna Distributor				HO inward no.:	
Firm/Company: 88LP		Project: 88LP		HO received date:	
PO/WO date: 21/5/22		PO/WO No.: 87892		Scan ID:	

Sl. no.	Bill no.	Bill date	Bill amount	Original attached
1.	20	21/5/22	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				
Sign:					
Date:	10/5/22				
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

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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 - Phynyle - 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 billFor **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Avighna Distributors**Name : 

Name : _____

Date : __/__/__

Purchase Order

Page(s) 2 Of 2

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

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 specifications. Above order for Stock maintain Purpose

Completion Date Nil

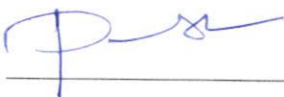
Measurment Nil

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 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.	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	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	
Sign.& Date	29.04.2022	Sign. & Date	



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

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

Address: 5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003

GSTIN : 36ACQFS2044C1Z7

State: Telangana

state code: 36

Invoice No : 20

Date : 2-05-2022

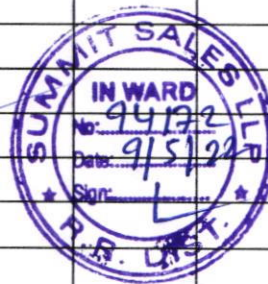
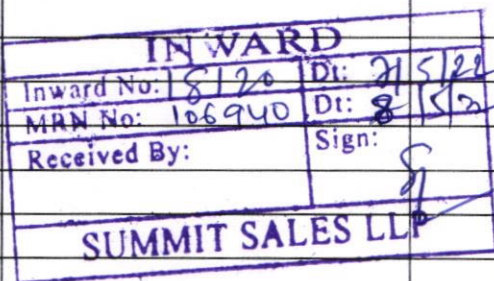
PO No:- 87892

Payments Terms :- 25 Days

Delivery Address :- 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			



Rupees in words -----

Twenty Nine Thousand Three Hundered**Eight Three Rupees Ninty Six Pasa /-****Total Amount before Tax****Add : CGST****Add : SGST****GRAND TOTAL**

3360

84

84

3528

18522

1666.98

1666.98

21855.96

4000

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 exchanged

2.Subject to Hyderabad.

Jurisdiction.E.&O.E.

Certified that the particulars given above are true and correct

For AVIGHNA DISTRIBUTORS**Authorised Signature***B. Chandra Mohan*