

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		21/05/2022		Prepared by	MINISH		Serial no.	- L 4295	
Supplier name		Avighna Distributors				HO inward no.			
Firm/Company		83 LLP.		Project	SHLLP		HO received date		
PO/WO date		17/05/2022		PO/WO No.	88333		Scan ID.		
Sl no.	Bill no.		Bill date		Bill amount		Original attached		
1.	36		17/05/2022		22,281/-		☒ Yes ☐ No		
2.							☐ Yes ☐ No		
3.							☐ Yes ☐ No		
4.							☐ Yes ☐ No		
Amount A – Bills total (Excluding Transport & Hamali Charges):					22,281/-				
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report									
MRN nos.:		107507.				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:					22,281/-				
Amount E – PO / WO value:					22,281/-				
Amount F – Difference (A – E):					NIL				
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					30/05/2022				
Remarks:									
Approved by	Purchase Officer	Purchase Manager	M D		Accountant		Accounts Manager		
Name:									
Sign:									
Date									
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 weightment 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.

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 : 36

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

Date : 17-05-2022

GSTIN : 36ACQFS2044C1Z7

PO No:- 88333

State: Telangana

state code: 36

Payments Terms :- 25 Days

Delivery Address :- Cherlapally

S. No.	Description of Goods	HSN Code	Qty	Rate	Taxable Amount			Amount
					5%	12%	18%	
1	Soft Brooms ✓	9603	50 ✓	80				4000
2	Dettol Hand Wash ✓	3402	24 Nos ✓	80			1920	
3	Wiper ✓	9603	10 Nos ✓	80			800	
4	Pvc Bucket With Mug ✓	4006	10 Nos ✓	215			2150	
5	Yellow Cloth ✓	6307	120 Nos ✓	12	1440			
6	White Mopping Cloth ✓	3405	120 Nos ✓	16	1920			
7	Check Cloth ✓	6307	120 Nos ✓	14	1680			
8	Phenyl 1 Ltr ✓	3402	40 Nos ✓	39			1560	
9	Vim Bar Big ✓	3405	24 Nos ✓	45			1080	
10	Wheel Surf 500 grms ✓	3404	30 Nos ✓	31			930	
11	Air Freshner 50grms ✓	9616	24 Nos ✓	42			1008	
12	Colin (500 ML) ✓	3923	20 Nos ✓	78			1560	

INWARD	
Inward No: 18121	Dr: 20/5/22
MRN No: 107507	Dr: 21/5/22
Received By: 	Sign: 
SUMMIT SALES LLP	

Rupees in words -----

Twenty Two Thousand Two Hundred

Eighty One And Fourty Four Paise Only

Total Amount before Tax

Add : CGST

Add : SGST

GRAND TOTAL

5040		11008	4000
126		990.72	
126		990.72	
5292		12989.44	22281.44

Bank Details : Kotak Mahindra Bank

Account No : 7945120725

Branch : General Bazar , Sec-Bad

IFSC Code : KKBK0007450

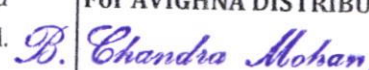
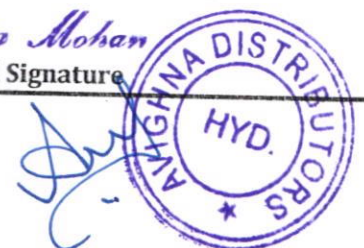
1.Goods once sold will not taken back or exchanged

2.Subject to Hyderabad.

Jurisdiction.E.&.O.E.

Certified that the particulars given above are true and correct

For AVIGHNA DISTRIBUTORS


 Authorised Signature


Purchase Order

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88333

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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	88333	169785
Doc Date	17-05-2022	
Quote No	Nil	
Quote Date	17-05-2022	
SupplyType	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4003 - Consumables - Bombay Broom - Big - nos	50.00	80.00	0.00	0.00	4,000.00
2 4022 - Consumables - Dettol - NA - nos	24.00	80.00	0.00	18.00	2,265.60
3 4071 - Consumables - Wiper - Other - nos	10.00	80.00	0.00	18.00	944.00
4 4006 - Consumables - Bucket - other - nos with Mug	10.00	215.00	0.00	18.00	2,537.00
5 4008 - Consumables - Cleaning Cloth - other - nos Yellow	120.00	12.00	0.00	5.00	1,512.00
6 4040 - Consumables - Mopping Cloth - NA - nos White	120.00	16.00	0.00	5.00	2,016.00
7 4040 - Consumables - Mopping Cloth - NA - nos Checks	120.00	14.00	0.00	5.00	1,764.00
8 4046 - Consumables - Phinyle - 1Ltr - nos	40.00	39.00	0.00	18.00	1,840.80
9 4065 - Consumables - Vim bar - NA - nos	24.00	45.00	0.00	18.00	1,274.40
10 4059 - Consumables - Surf Detergent Powder - NA - kgs 500grms	30.00	31.00	0.00	18.00	1,097.40
11 4001 - Consumables - Air Freshner - NA - nos Air pkts	24.00	42.00	0.00	18.00	1,189.44
12 4014 - Consumables - Colin - 500ml - nos	20.00	78.00	0.00	18.00	1,840.80
Total Order Value . . .					22,281.44

Rupees : Twenty Two Thousand Two Hundred Eighty One and Paise Fourty Four 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

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Avighna Distributors**

Name : _____

Name : _____

Date : ____/____/____

Purchase Order

Page(s) 2 Of 2

17-05-2022 11:03:10

Original / Office Copy / Purchase Div.Copy

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 deli vary /DC can be sent by email.

For **Summit Sales LLP**

Authorised Signatory

Name :


17/05/2022

Accepted the above Terms And Conditions

For **Avighna Distributors**

Name :

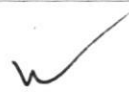
Date : _/_/_

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	12.05.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169785
Material required before date:		ID No.	76466

N o	Description	Size	Quantity	Units	Inward No	Date
1.	Bombay brooms	Big	50	Nos		
2.	Coconut brooms		100	Nos		
3.	Dettol Handwash		24	Nos		
4.	Wiper		10	Nos		
5.	Sponges 88330		500	Nos		
6.	Bombay brooms	Small	300	Nos		
7.	PVC Bucket		10	Nos		
8.	Cleaning cloth (Yellow)		120	Nos		
9.	Mopping cloth		120	Nos		
10.	Phinyle	1liter	40	Nos		
11.	Checks cloth		120	Nos		
12.	Vimbar 88332		24	Nos		
13.	Surf	5000gms	30	Nos		
14.	Air packets		24	Nos		
15.	Colin		20	Nos		

Remarks: For stock replenishig purpose.

Prepared By	Vanajakshi	Approved by	
Sign.& Date	12.05.2022	Sign. & Date	

APPROVED BY

13 MAY 2022

SOHAM MODI
MANAGING DIRECTOR

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