PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	21/05/2022	Prepared by	MANISH	Serial no.	- L 4295
Supplier name	Avighna Distributor's			HO inward no.	
Firm/Company	SSLLP.	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:		APPROVED			
Sign:		21 MAY 2022			
Date		MINISH PARIKH MANAGER PROCUREMENT			
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.

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 : 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 Adress :- Cherlapally

S. No.	Description of Goods	HSN Code	Qty	Rate	Taxable Amount 5%	12%	18%	Amount
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: 18171 Dt: 20/5/22
MRN No: 107507 Dt: 21/5/22
Received By: Sign:
SUMMIT SALES LLP

9246364748

		5%	12%	18%	Amount
Rupees in words ---------------------	Total Amount before Tax	5040		11008	4000
Twenty Two Thousand Two Hundered	**Add : CGST**	126		990.72	
Eighty One And Fourty Four Paisa Only	**Add : SGST**	126		990.72	
	GRAND TOTAL	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 exchangd
2.Subject to Hyderabad. Jurisdiction.E.&.O.E.

Certified that the particulars given above are true and correct

For AVIGHNA DISTRIBUTORS
Chandra Mohan
Authorised Signature

SUMMIT SALES LLP R.R. DIST. INWARD No: 94637 Date: 21/5 Sign:

AVIGHNA DISTRIBUTORS HYD.

Purchase Order

 17-05-2022 11:03:10

C

88333
27.04.22 12:24:13

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

17/05/2022

Name : ______

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ______

Date : __/__/____

Purchase Order

 17-05-2022 11:03:10

Original / Office Copy / Purchase Div.Copy

	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 : 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

No	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 88335		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	APPROVED BY 13 MAY 2022
Sign.& Date	12.05.2022	Sign. & Date	SOHAM MODI MANAGING DIRECTOR

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