PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/05/2022	Prepared by	MINISH.	Serial no.	4297
Supplier name	Avighna Distributors.			HO inward no.	
Firm/Company	SILLP.	Project	SHLLP.	HO received date	
PO/WO date	17/05/22	PO/WO No.	88332	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	37	17/05/22	14,571/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		14,571/-	
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report ☑ ~~Solid block~~ report □ Installation report			
MRN nos.:	107509.	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:			14,571/-
Amount E – PO / WO value:			14,571/-
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 : 37
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 17-05-2022
GSTIN :	36ACQFS2044C1Z7	PO No:- 88332
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	Red Pen	9608	100 Nos	2.90			290	
2	Apsara Pencil Boxes	9609	10 Nos	40		400		
3	A4 Jk Red 75 Gsm	4802	50 Nos	215		10750		
4	Calculator	8470	5 Nos	155			775	
5	Kangaro Punch DP-280	8472	5 Nos	140			700	
Rupees in words ----------		Total Amount before Tax				11150	1765	
Fourteen Thousand Five Hundered		Add : CGST				669	158.85	
Seventy Rupees And Seventy Paisa /-		Add : SGST				669	158.85	
		GRAND TOTAL				12488	2082.7	14570.70

INWARD
Inward No: 1817 2 Dt: 20/5/22
MRN No: 107509 Dt: 21/5/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP INWARD No: 94636 Date: 21/5 Sign: R.R. DIST.

9246364748

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.

Purchase Order

 17-05-2022 13:05:18

88332
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	88332	169786
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	7560 - Stationery - other - Pen - NA - nos *Red*	100.00	2.90	0.00	18.00	342.20
2	7563 - Stationery - other - Pencil - NA - boxes	10.00	40.00	0.00	12.00	448.00
3	7555 - Stationery - other - Paper - A4 - bundles	50.00	215.00	0.00	12.00	12,040.00
4	7509 - Stationery - other - Calculator - NA - nos *STD*	5.00	155.00	0.00	18.00	914.50
5	7573 - Stationery - other - Punch - other - nos *Big*	5.00	140.00	0.00	18.00	826.00
					Total Order Value . . .	**14,570.70**

Rupees : Fourteen Thousand Five Hundred Seventy and Paise Seventy 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
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 : 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.	169786
Material required before date:		ID No.	76467

No	Description	Size	Quantity	Units	Inward No	Date
1.	Punch mission	Big	5	Nos		
2.	Pencil		10	Nos		
3.	Red pens(ordinary) 88332		100	Nos		
4.	A4 Paper	A4	50	Bundle		
5.	~~Calculator~~		~~5~~	~~Nos~~		

Remarks: For stock replenishig purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY 13 MAY 2022 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	12.05.2022	Sign. & Date	

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