

PURCHASE DIVISION
Advice for approval for credit to supplier

(B)

Date: 25/06/22		Prepared by: Vanajathi		Serial no. 5501	
Supplier name: Avighna Distributors				HO inward no.	
Firm/Company: SCLP		Project: SCLP		HO received date	
PO/WO date: 15/6/22		PO/WO No. 89194		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	51	15/6/22	31,249.36	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				31,249.36	
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.: 108722		Proof of delivery matches MRN		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B –Other Credits : Transportation charges				-	
Amount C –Other Debits :				-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:				31,249.36	
Amount E – PO / WO value:				31,249.36	
Amount F – Difference (A – E):				-	
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other			
Payment – due date		4/7/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajathi				
Sign:	[Signature]				
Date	25/06/22				
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 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 : 51

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

Date : 15-06-2022

GSTIN : 36ACQFS2044C1Z7

PO No:- 89194

State: Telangana

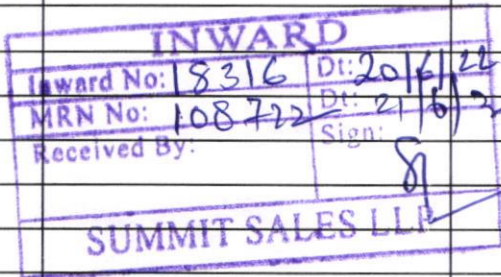
state code: 36

Payments Terms :- 25 Days

Delivery Adress :- Cherlapally

Taxable Amount

S. No.	Description of Goods	HSN Code	Qty	Rate	5%	12%	18%	Amount
1	Ring Binder A3 ✓	7578	10 Nos ✓	150			1500	
2	Ring Binder A4 ✓	7578	10 Nos ✓	90			900	
3	JK Copier Red (75 Gsm) ✓	4802	50 Nos ✓	220			11000	
4	Binder Clips (19 MM) ✓	7505	48 Nos ✓	24			1152	
5	Stapler Pin Remover (SR-100) ✓	7594	10 Nos ✓	60			600	
6	Epson (774) Ink Catridge ✓	7558	20 Nos ✓	560		11200		
7	Staper Pin (No 10) ✓	7594	100 Nos ✓	7			700	



Rupees in words -----

Thirty One Thousand Two Hundered**Fourty Nine Rupees Thirty Six Paisa /-****Total Amount before Tax****Add : CGST****Add : SGST****GRAND TOTAL**

11200 15852

672 1426.68

672 1426.68

12544 18705.36 **31249.36**

Bank Details : Kotak Mahindra Bank

Account No : 7945120725

Branch : General Bazar , Sec-Bad

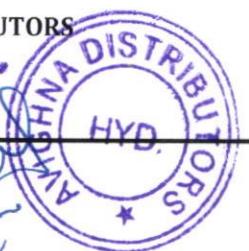
IFSC Code : KKBK0007450

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*B. Chandras Mohan***Authorised Signature**

7246364748

1000 2000 3000 4000 5000



1000
2000
3000
4000
5000

1000
2000
3000
4000
5000



P.

Purchase Order

Page(s) 1 Of 2

17-06-2022 17:50:48



89194

07.06.22 12:13:53

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

7075153859

7075153859

Doc No	89194	169891
Doc Date	15-06-2022	
Quote No	nil	
Quote Date	09-06-2022	
SupplyType	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 7578 - Stationery - other - Ring Binder - other - nos A3	10.00	150.00	0.00	18.00	1,770.00
2 7578 - Stationery - other - Ring Binder - other - nos A4	10.00	90.00	0.00	18.00	1,062.00
3 7555 - Stationery - other - Paper - A4 - bundles	50.00	220.00	0.00	18.00	12,980.00
4 7505 - Stationery - other - Binder Clips - other - boxes	48.00	24.00	0.00	18.00	1,359.36
5 7594 - Stationery - other - Stapler pin - other - boxes pin remover	10.00	60.00	0.00	18.00	708.00
6 7558 - Stationery - other - Ink Catridge - NA - nos Epson	20.00	560.00	0.00	12.00	12,544.00
7 7594 - Stationery - other - Stapler pin - other - boxes 5boxes	100.00	7.00	0.00	18.00	826.00
Total Order Value . . .					31,249.36

Rupees : Thirty One Thousand Two Hundred Fourty Nine and Paise Thirty Six Only.

Terms and Conditions :-

Specification / All items shall be of ___ brand/company

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Next Day.

Delivery Location Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penalty For Delay Nil

Transportation Nil

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for Stock Replenishing Purpose.

Completion Date NA

Measurment Nil

Security Nil

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

15-06-2022 15:42:30

Original / Office Copy / Purchase Div.Copy

7 **Remarks**

Original invoice +copy of proof of delivery is required to process invoice forpayment .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 my email.

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Avigna Distributors**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		SSLLP		Date:		9.06.2022	
Site & Phase :		SSHLP		Time:		10:00	
Supplier				Req.No.		169891	
Material required before date:			10.01.2022		ID No.		77209
No	Description	Size	Quantity	Units	Inward No	Date	
1.	Ring Binders	A3	10	Nos			
2.	Ring Binders	A4	10	Nos			
3.	A4 paper	A4	50	Bundle			
4.	Binder clips	15mm	48	Nos			
5.	Stapler pins		100	Nos			
6.	Pin Remover		10	Nos			
7.	Epson Ink Bottle		20	Nos			
Remarks: For Stock Replenishing Purpose							
Prepared By		N.Vanajakshi		Approved by		<div style="border: 2px solid blue; padding: 5px; width: fit-content; margin: auto;"> <p style="margin: 0; color: blue; font-weight: bold;">APPROVED BY</p> <p style="margin: 5px 0 0 0; color: red; font-weight: bold; font-size: 1.2em;">13 JUN 2022</p> <p style="margin: 0; color: blue; font-weight: bold; font-size: 0.8em;">SOHAM MODI MANAGING DIRECTOR</p> </div>	
Sign.& Date		9.06..2022		Sign. & Date			

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

W

