PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	30/7/22	Prepared by	Deeps	Serial no.	[redacted]
Supplier name	Avighna Distributors			HO inward no.	
Firm/Company	SSLHP	Project	SSLHP	HO received date	
PO/WO date	23/7/22	PO/WO No.	90311	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	76	23/7/22	25,123/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	25,123/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.:	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:	25,123/-
Amount E – PO / WO value:	25,123.98
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	8/8/22
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deeps				
Sign:	[signature]	[signature] APPROVED			
Date	30/7/22	30 JUL 2022			
Approval limit	Upto 20k	Above 20k P. PRABHAKAR Sr. MANAGER PURCHASE	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.

D9[illegible]

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 : 76
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003		Date : 23-07-2022
GSTIN :	36ACQFS2044C1Z7		Po No:- 90311
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	Air Freshner (50 grm's)	9616	36	42			1512	
2	Soft Brooms	9603	50	80			4000	
3	Sponge	3689	500	9			4500	
4	Door Mats	4941	50	50			2500	
5	Phenyl (1 Ltr)	3402	20	39			780	
6	Vim Bar Big	3405	24	45			1080	
7	Yellow Cloth	3405	120	14	1680			
8	Lizol (500 ML)	3808	24	78			1872	
9	Colin (500 ML)	3923	20	78			1560	
10	Harpic (500 ML)	8480	24	83			1992	

INWARD
Inward No: 18477 Dt: 27/7/22
MRN No: 09986 Dt: 27/7/22
Received By: Sign:
SUMMIT SALES LLP

9246364748

SUMMIT SALES LLP IN WARD No. 9725 Date: 30/7 Sign: R.R. DIST

Rupees in words --------------------	Total Amount before Tax	1680		19796	
Twenty Five Thousand One Hundred	**Add : CGST**	42		1782	
Twenty Three Only /-	**Add : SGST**	42		1782	
	GRAND TOTAL	1764		23360	**25123**

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

 23-07-2022 17:03:42

90311
14.07.22 12:47:28

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**	90311	170005
	Doc Date	23-07-2022	
	Quote No	nil	
	Quote Date	23-07-2022	
	SupplyType	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	722700 - CONS-Consumables - Air Freshner-- - - - Nos	36.00	42.00	0.00	18.00	1,784.16
2	659600 - CONS-Consumables - Bombay Brooms Big -- - - - Nos	50.00	80.00	0.00	18.00	4,720.00
3	368900 - GENE-General Items - Sponges-- - 12pack - Nos	500.00	9.00	0.00	18.00	5,310.00
4	494100 - CONS-Consumables - Door Mats -- - - - Nos	50.00	50.00	0.00	18.00	2,950.00
5	998900 - CONS-Consumables - Phinyl-- - 1 Ltr - Nos	20.00	39.00	0.00	18.00	920.40
6	767300 - CONS-Consumables - Detergent --Vim - - - Nos	24.00	45.00	0.00	18.00	1,274.40
7	661500 - CONS-Consumables - Cleaning Cloth-- - - - Nos	120.00	14.00	0.00	5.00	1,764.00
8	283000 - CONS-Consumables - Floor cleaner --Lizol - 1-lts - Nos	24.00	78.00	0.00	18.00	2,208.96
9	670300 - CONS-Consumables - Colin 500 ml-- - - - Nos	20.00	78.00	0.00	18.00	1,840.80
10	639400 - CONS-Consumables - Toilet cleaner--Harpic - 500 - ml	24.00	83.00	0.00	18.00	2,350.56
					Total Order Value . . .	**25,123.28**

Rupees : Twenty Five Thousand One Hundred Twenty Three and Paise Twenty Eight 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 Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.

For ***Summit Sales LLP***
Authorised Signatory

Name : 25/07/22

Accepted the above Terms And Conditions
For ***Avighna Distributors***

Name : ____________

Date : __/__/____

Purchase Order

 23-07-2022 17:03:42 Original / Office Copy / Purchase Div.Copy

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

25/07/22

Name : ______________________

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ______________________

Date : __/__/____

Requisition Form							
Company Name:	SSLLP	Date:	18.07.2022				
Site & Phase :	SHLLP	Time:	11:00				
Supplier:		Req. No.	170005				
Material required before date:		ID No.	78183				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	CONS7227-Consumables-Air Freshner----Nos	36	0	36			
2	CONS6596-Consumables-Bombay Brooms Big ----Nos	50	0	50			
3	GENE3689-General Items-Sponges---12pack-Nos 90311	500	0	500			
4	CONS4941-Consumables-Door Mats ----Nos (cloth) 50/-	50	0	50			
5	CONS9989-Consumables-Phinyl---1 Ltr-Nos 39/-	20	10	20			
6	CONS7673-Consumables-Detergent --Vim --Nos 45/-	24	23	24			
7	CONS6615-Consumables-Cleaning Cloth----Nos yellow. - 5/-	120	60	120			
8	CONS2830-Consumables-Floor cleaner --Lizol-1-lts-Nos 14 78	24	24	24			
9	CONS6703-Consumables-Colin 500 ml----Nos 78	20	29	20			
10	CONS6394-Consumables-Toilet cleaner--Harpic-500-ml 83/-	24	32	24			
Remarks:	For Stock repleneshing Purpose.						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	N.Vanajakshi						
Approved By:							
Sign & Date:							

APPROVED BY
18 JUL 2022
SOHAM MODI
MANAGING DIRECTOR