

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 8/8/22		Prepared by: P. Prabhakar		Serial no. 6863	
Supplier name: Aiding Distributors		Project: 8411LP		HO inward no.	
Firm/Company: 8411LP		PO/WO date: 07/7/22		HO received date	
PO/WO No. 90447		Scan ID.			

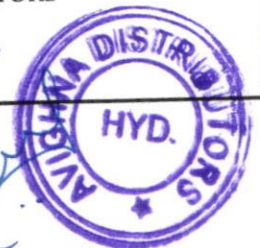
Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	79	27/7/22	3705-00	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

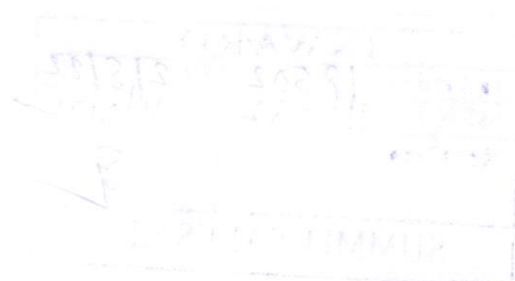
Amount A – Bills total (Excluding Transport & Hamali Charges):			3705-00
Proof of delivery by way of ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 110252	Proof of delivery matches MRN		☒ Yes ☐ No
Amount B – Other Credits : Transportation charges			—
Amount C – Other Debits :			—
Amount D (D=A+B-C) – Amount to be credited to the supplier:			3705-00
Amount E – PO / WO value:			3705-00
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		15/8	
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 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.

4088





Purchase Order

Page(s) 1 Of 1

27-07-2022 16:03:21



90447

14.07.22 12:47:30

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	90447	170028
Doc Date	27-07-2022	
Quote No	Nil	
Quote Date	27-07-2022	
SupplyType	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4005 - Consumables - Broom with stick - NA - nos	10.00	90.00	0.00	18.00	1,062.00
2 4108 - Consumables - Water Bottle - NA - Nos	36.00	40.00	0.00	18.00	1,699.20
3 4007 - Consumables - Cleaning Brush - NA - nos	10.00	60.00	0.00	18.00	708.00
4 969200 - CONS-Consumables - Plastic Covers-- - - - Nos 17/23	2.00	100.00	0.00	18.00	236.00
Total Order Value . . .					3,705.20

Rupees : Three Thousand Seven Hundred Five and Paise Twenty 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**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 delivery /DC can be sent by email.

Accepted the above Terms And Conditions

For **Summit Sales LLP**For **Avighna Distributors**

Authorised Signatory

Name :

Name : _____

Date : ____/____/____

Requisition Form		Company Name: SSLLP		Date: 23.07.2022		
Site & Phase :		SHLLP		Time: 11.00		
Supplier:				Req. No. 170028		
Material required before date:				ID No. 783934		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	
1	CONS6196-Consumables-Cobweb broom stick----Nos	10	2	10		
2	CONS3713-Consumables-Water Bottles---1 Ltr-Nos	36	58	36		
3	CONS4629-Consumables-Cleaning Brush----Nos	10	4	10		
4	CONS4941-Consumables-Door Mats ----Nos	5	0	5		
5	CONS9692-Consumables-Plastic Covers----Nos	100	0	100		
6						
7						
8						
9						
10						
Remarks:		For Stock Replenishing Purpose.				
Engineer		Project Manager		Purchase		
Prepared By: Vajajakshi						
Approved By: Prabhakar						
Sign & Date:						

APPROVED BY

25 JUL 2022

SOHAM MODI
MANAGING DIRECTOR

