

PURCHASE DIVISION
Advice for approval for credit to supplier

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| Date: 8/8/22 | | Prepared by: bashpaka | | Serial no. 6864 | |
|--|------------------|---|---------------|---|------------------|
| Supplier name: Arigna Distributors | | | HO inward no. | | |
| Firm/Company: 88110 | | Project: 84110 | | HO received date | |
| PO/WO date: 27/7/22 | | PO/WO No. 90128 | | Scan ID. | |
| Sl no. | Bill no. | Bill date | Bill amount | Original attached | |
| 1. | 80 | 27/7/22 | 23,729.52 | <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): | | | | 23,729.52 | |
| Proof of delivery by way of <input checked="" 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.: 110251 | | 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: | | | | 23,729.52 | |
| Amount E – PO / WO value: | | | | 23,729.52 | |
| 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 | | 15/8 | | | |
| Remarks: | | | | | |
| | | | | | |
| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
| Name: | | bashpaka | | | |
| Sign: | | | | | |
| Date | | 8 AUG 2022 | | | |
| 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.

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Purchase Order

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90438

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 | 90438 | 170027 |
| 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 471700 - CONS-Consumables - Acid-- - 1Ltr - Nos | 60.00 | 18.00 | 0.00 | 18.00 | 1,274.40 |
| 2 659600 - CONS-Consumables - Bombay Brooms Big --- - Nos | 50.00 | 80.00 | 0.00 | 0.00 | 4,000.00 |
| 3 905700 - CONS-Consumables - Coconut Brooms--- - Nos | 100.00 | 16.00 | 0.00 | 0.00 | 1,600.00 |
| 4 931900 - CONS-Consumables - Dust Pan-PVC- - - - Nos | 24.00 | 20.00 | 0.00 | 18.00 | 566.40 |
| 5 668900 - CONS-Consumables - Wiper-- - - - Nos | 20.00 | 80.00 | 0.00 | 18.00 | 1,888.00 |
| 6 975200 - CONS-Consumables - PVC Bucket-- - - - Nos | 20.00 | 225.00 | 0.00 | 18.00 | 5,310.00 |
| 7 283000 - CONS-Consumables - Floor cleaner --Lizol - 1-lts - Nos | 48.00 | 78.00 | 0.00 | 18.00 | 4,417.92 |
| 8 670300 - CONS-Consumables - Colin 500 ml-- - - - Nos | 20.00 | 78.00 | 0.00 | 18.00 | 1,840.80 |
| 9 818700 - CONS-Consumables - Mopping Sitck-- - - - Nos | 20.00 | 120.00 | 0.00 | 18.00 | 2,832.00 |
| Total Order Value . . . | | | | | 23,729.52 |

Rupees : Twenty Three Thousand Seven Hundred Twenty Nine and Paise Fifty Two 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 |

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Avighna Distributors**

Date : ___/___/___

Name : _____

Purchase Order

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Original / Office Copy / Purchase Div.Copy

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 : _____

Accepted the above Terms And Conditions

For **Avighna Distributors**

Date : / /

Name : _____

| | | | | | | | |
|--------------------------------|--|-----------------|-----------------------|-----------|-----------|--|--|
| Requisition Form | | | | | | | |
| Company Name: | SSLLP | Date: | 23.07.2022 | | | | |
| Site & Phase : | SHLLP | Time: | 11.00 | | | | |
| Supplier: | | Req. No. | 170027 | | | | |
| Material required before date: | | ID No. | 78393 | | | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No | | |
| 1 | CONS4717-Consumables-Acid---1Ltr-Nos | 60 | 65 | 60 | | | |
| 2 | CONS6596-Consumables-Bombay Brooms Big ----Nos | 50 | 25 | 50 | | | |
| 3 | CONS9057-Consumables-Coconut Brooms----Nos | 100 | 321 | 100 | | | |
| 4 | CONS9319-Consumables-Dust Pan-PVC---Nos | 24 | 10 | 24 | | | |
| 5 | CONS6689-Consumables-Wiper----Nos | 20 | 15 | 20 | | | |
| 6 | CONS9752-Consumables-PVC Bucket----Nos | 20 | 7 | 20 | | | |
| 7 | CONS3000-Consumables-Gunny bags----Bags | 1000 | 300 | 1000 | | | |
| 8 | CONS2830-Consumables-Floor cleaner --Lizol-1-lts-Nos | 48 | 0 | 48 | | | |
| 9 | CONS6703-Consumables-Colin 500 ml----Nos | 20 | 12 | 20 | | | |
| 10 | CONS8187-Consumables-Mopping Sitck----Nos | 20 | 36 | 20 | | | |
| Remarks: | For Stock Replenishing Purpose. | | | | | | |
| Prepared By: | Engineer | Project Manager | | Purchase | | | |
| Approved By: | Vanajakshi | | | | | | |
| Sign & Date: | Prabhakar | | | | | | |

APPROVED BY
 25 JUL 2022
 SOHAM MODI
 MANAGING DIRECTOR

