PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	16/8/22	Prepared by	Prabhakar	Serial no.	7135
Supplier name	Anagna Distributors			HO inward no.	
Firm/Company	SSLLP	Project	SHHLP	HO received date	
PO/WO date	9/8/22	PO/WO No.	90874	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	94	9/8/22	17,413.40	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	17,413.40.00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	110725	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:	17,413.40
Amount E – PO / WO value:	17,413.40
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	22/8/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		APPROVED			
Date		16 AUG 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR

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 : 94
Address: 5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 09-08-2022
GSTIN : 36ACQFS2044C1Z7	PO No:- 90874
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	JK Red Copier Plus A4 (75 GSM)	4812	50 Nos	245		12250		
2	Perment Marker Black	9608	40 Nos	15			600	
3	Perment Marker Red	9608	30 Nos	15			450	
4	Cello Fine Grip Blue Pen	9601	200 Nos	5.6			1120	
5	Cello Fine Grip Red Pen	9601	100 Nos	5.6			560	
6	Apsara Pencil Box	9609	10 Boxes	40			400	

SUMMIT SALES LLP
IN WARD
No: 97841
Date: 16/8/24
Sign:
R.R. DIST.

INWARD
Inward No: 18546 Dt: 13/8/22
MRN No: 110725 Dt: 16/8/22
Received By: Sign:
SUMMIT SALES LLP

Rupees in words					
Seventeen Thousand Four Hundered Thirteen And Fourty Paisa Only /-	**Total Amount before Tax**		12250	3130	
	Add : CGST		735	281.7	
	Add : SGST		735	281.7	
	GRAND TOTAL		13720	3693.4	**17413.4**

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.

NO RETURN
NO EXCHANGE

Purchase Order

 09-08-2022 17:08:24

90874
29.07.22 12:09:36

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	Doc No	90874	170074
B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad, Mechal-Malkajgiri-500094	Doc Date	09-08-2022	
	Quote No	nil	
GSTIN 36FSTPS6819H1ZS	Quote Date	08-08-2022	
7075153859 7075153859	SupplyType	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	276700 - STAT-Stationary - Permanent Marker -- - Black - Nos	40.00	15.00	0.00	18.00	708.00
2	587600 - STAT-Stationary - Permanent Marker -- - Red - Nos	30.00	15.00	0.00	18.00	531.00
3	730400 - STAT-Stationary - Pen-Blue color-Cello Fine grip - - - Nos	200.00	5.60	0.00	18.00	1,321.60
4	913700 - STAT-Stationary - pen-Red color-Cello Fine grip - - - Nos	100.00	5.60	0.00	18.00	660.80
5	111200 - STAT-Stationary - Pencil-- - - - Boxes	10.00	40.00	0.00	18.00	472.00
6	466300 - STAT-Stationary - Paper A4-- - - - Bundles	50.00	245.00	0.00	12.00	13,720.00
				Total Order Value . . .		**17,413.40**

Rupees : Seventeen Thousand Four Hundred Thirteen and Paise Fourty Only.

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
Payment Terms	After Delivery & Production of bill
Tax	Nil
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming quality anf specifications.Above order for stock repleneshing 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.'

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	08.08.2022			
Site & Phase :	SHLLP	Time:				
Flat/Block no.						
Supplier:		Req. No.	170074			
Material required before date:		ID No.	78759			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT2767-Stationary-Permanent Marker ---Black-Nos	40	10	40		
2	STAT5876-Stationary-Permanent Marker ---Red-Nos	30	10	30		
3	STAT7304-Stationary-Pen-Blue color-Cello Fine grip--Nos PO:- 90874	200	100	200		
4	STAT9137-Stationary-pen-Red color-Cello Fine grip--Nos	100	80	100		
5	STAT1112-Stationary-Pencil----Boxes	10	10	10		
6	STAT4663-Stationary-Paper A4----Bundles	50	72	50		
7						
8						
9						
10						
Remarks:	For Stock replneshing purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Vanajakshi					
Approved By:	Prabhakar					
Sign & Date:						

APPROVED BY
08 AUG 2022
SOHAM MODI
MANAGING DIRECTOR