PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/8/22	Prepared by	Prabhakar	Serial no.	7141
Supplier name	Arigna Distributors			HO inward no.	
Firm/Company	SSLLP	Project	SHUP	HO received date	
PO/WO date	9/8/22	PO/WO No.	90859	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	95	9/8/22	16,106.80	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	16,106.80
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 110726	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:	16,106.80
Amount E – PO / WO value:	16,106.80
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
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 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.

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 : 95
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 09-08-2022
GSTIN :	36ACQFS2044C1Z7	Po No:- 90859
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	Wiper	9603	20 Nos	80			1600	
2	PVC Bucket With Mug	4006	20 Nos	225			4500	
3	Yellow Cleaning Cloth	3405	120 Nos	12	1440			
4	Harpic (500ML)	8480	20 Nos	83			1660	
5	Mopping Cloth	3405	120 Nos	16	1920			
6	Phenyl (1 Ltrs)	3402	20 Nos	39			780	
7	Green Scrubber	4055	20 Nos	10			200	
8	Wheel Surf (500grm's)	3404	60 Nos	32			1920	
Rupees in words --------------------		Total Amount before Tax			3360		10660	
Sixteen Thousand One Hundered		**Add : CGST**			84		959.4	
Six And Eighty Paisa Only /-		**Add : SGST**			84		959.4	
		GRAND TOTAL			3528		12578.8	**16106.8**

INWARD
Inward No: 18547 Dt: 13/8/22
MRN No: 110726 Dt: 16/8/22
Received By: Sign:
SUMMIT SALES LLP

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.

Cerified that the particulares given above are true and correct

For AVIGHNA DISTRIBUTORS

B. Chandra Mohan

Authorised Signature

SUMMIT SALES LLP IN WARD No: 97840 Date: 16/8/22 Sign: R.R. DIST

NO RETURN
NO EXCHANGE

AVIGHNA DISTRIBUTORS HYD.

 09-08-2022 14:59:51

Purchase Order

90859
29.07.22 12:09:36

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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	90859	170069
Doc Date	09-08-2022	
Quote No	Nil	
Quote Date	09-08-2022	
SupplyType	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	668900 - CONS-Consumables - Wiper-- - - - Nos	20.00	80.00	0.00	18.00	1,888.00
2	975200 - CONS-Consumables - PVC Bucket-- - - - Nos	20.00	225.00	0.00	18.00	5,310.00
3	661500 - CONS-Consumables - Cleaning Cloth-- - - - Nos	120.00	12.00	0.00	5.00	1,512.00
4	639400 - CONS-Consumables - Toilet cleaner--Harpic - 500 - ml	20.00	83.00	0.00	18.00	1,958.80
5	649300 - CONS-Consumables - Mopping cloth-- - - - Nos	120.00	16.00	0.00	5.00	2,016.00
6	998900 - CONS-Consumables - Phinyl-- - 1 Ltr - Nos	20.00	39.00	0.00	18.00	920.40
7	736100 - CONS-Consumables - Scrubber-- - - - Nos	20.00	10.00	0.00	18.00	236.00
8	974800 - CONS-Consumables - Detergent powder-- - 500 - Gms	60.00	32.00	0.00	18.00	2,265.60

Rupees : Sixteen Thousand One Hundred Six and Paise Eighty Only. **Total Order Value . . .** **16,106.80**

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.
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

For MDs APPROVAL
- [ ] High Value/quantity beyond limits.
- [x] Po/Req. processed-post approval.
- [ ] Approval for technical details/clarification
- [ ] Replenishing SSLLP stock
- [ ] Other

APPROVED BY
16 AUG 2022
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*

Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For *Avighna Distributors*

Date : __/__/____

 09-08-2022 14:59:51

Purchase Order

Original / Office Copy / Purchase Div.Copy

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***

Name : ____________________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	08.08.2022			
Site & Phase :	SHLLP	Time:	11:00			
Supplier:		Req. No.	170069			
Material required before date:		ID No.	78754			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS6689-Consumables-Wiper----Nos	20	15	20		
2	GENE3689-General Items-Sponges---12pack-Nos	500	157	500		
3	CONS6564-Consumables-Bombay Brooms Small----Nos	300	174	300		
4	CONS9752-Consumables-PVC Bucket----Nos	20	0	20		
5	CONS6615-Consumables-Cleaning Cloth----Nos	120	93	120		
6	CONS6394-Consumables-Toilet cleaner--Harpic-500-ml	20	12	20		
7	CONS6493-Consumables-Mopping cloth----Nos 90859	120	0	120		
8	CONS9989-Consumables-Phinyl---1 Ltr-Nos	20	0	20		
9	CONS7361-Consumables-Scrubber----Nos	20	3	20		
10	CONS9748-Consumables-Detergent powder---500-Gms	60	1	60		
Remarks:	For Stock repleneshing Purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	N. Vanajakshi					
Approved By:	Prabhakar					
Sign & Date:						

APPROVED BY
08 AUG 2022
SOHAM MODI
MANAGING DIRECTOR