

PURCHASE DIVISION
Advice for approval for credit to supplier

(6)

Date: 16/8/22		Prepared by: [Signature]		Serial no. 7142	
Supplier name: Aiguna Distribution		Project: [Signature]		HO inward no.	
Firm/Company: [Signature]		PO/WO date: 9/8/22		HO received date	
PO/WO No. 20861		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	96	9/8/22	7448.16	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			7448.16
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 110724	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:			7448.16
Amount E – PO / WO value:			7448.16
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		25/8	
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.

SALT

Mobile : 7075153859

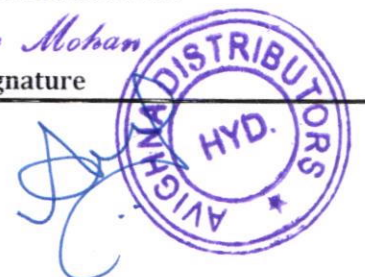
AVIGHNA DISTRIBUTORS

House Keeping and Office Need Stationary Material.

B-80, JJ Nagar, Defence Colony, Neredmet, Hyderabad, Medchal-Malkajgiri, Telangana 500094

[illegible]

NO RETURN
NO EXCHANGE



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Purchase Order

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09-08-2022 14:59:51

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7



29.07.22 12:09:36

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Supplier Details

Avighna Distributors

B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad,
Mechal-Malkajgiri-500094**GSTIN** 36FSTPS6819H1ZS

7075153859

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Doc No	90861	170070
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 767300 - CONS-Consumables - Detergent --Vim - - - Nos	24.00	55.00	0.00	18.00	1,557.60
2 283000 - CONS-Consumables - Floor cleaner --Lizol - 1-lts - Nos	48.00	83.00	0.00	18.00	4,701.12
3 722700 - CONS-Consumables - Air Freshner-- - - - Nos odonil	24.00	42.00	0.00	18.00	1,189.44
Total Order Value . . .					7,448.16

Rupees : Seven Thousand Four Hundred Fourty Eight and Paise Sixteen 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 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.		170070							
Material required before date:				ID No.		78755							
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date							
1	CONS7673-Consumables-Detergent -- Vim --Nos	24	8	24									
2	CONS2830-Consumables-Floor cleaner --Lizol-1-lts-Nos	48	28	48									
3	CONS2101-Consumables-First aid kit----Nos	5	3	5									
4	CONS7227-Consumables-Air Freshner----Nos	24	8	24									
5													
6													
7													
8													
9													
10													
Remarks:		For Stock replenishing Purpose.											
Prepared By:		N. Vanajakshi		Project Manager				Purchase					
Approved By:		Prabhakar											
Sign & Date:													

MD

APPROVED BY

08 AUG 2022

SOHAM MO
MANAGING D

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