PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/8/22	Prepared by	Prabhakar	Serial no.	7142
Supplier name	Avigna Distributors.			HO inward no.	
Firm/Company	SSHP	Project	SSHCP.	HO received date	
PO/WO date	9/8/22	PO/WO No.	90861	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:		APPROVED Prabhakar			
Sign:		[signature]			
Date		16 AUG 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR
Sr. MANAGER PURCHASE

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 : 96
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 09-08-2022
GSTIN :	36ACQFS2044C1Z7	Po No:- 90861
State:	Telangana state code: 36	Payments Terms :- 25 Days
		Delivery Adress :- Cherlapally

					Taxable Amount			
S. No.	Description of Goods	HSN Code	Qty	Rate	5%	12%	18%	Amount
1	Vim Bar	3405	24 Nos	55			1320	
2	Lizol (500 ML)	3808	48 Nos	83			3984	
3	Air Freshner (50grm's)	9616	24 Nos	42			1008	

INWARD
Inward No: 18595 Dt: 13/8/22
MRN No: 110724 Dt: 16/8/22
Received By: Sign:
SUMMIT SALES LLP

Rupees in words --------------------	**Total Amount before Tax**			6312	
Seven Thousand Four Hundered	**Add : CGST**			568.08	
Fourty Eight And Sixteen Paisa Only/-	**Add : SGST**			568.08	
	GRAND TOTAL			7448.16	**7448.16**

Bank Details : Kotak Mahindra Bank	1.Goods once sold will not	Cerified that the particulares given above are true and correct
Account No : 7945120725	taken back or exchangd	**For AVIGHNA DISTRIBUTORS**
Branch : General Bazar , Sec-Bad	2.Subject to Hyderabad.	B. Chandra Mohan
IFSC Code : KKBK0007450	Jurisdiction.E.&.O.E.	**Authorised Signature**

SUMMIT SALES LLP R.R. DIST. IN WARD No: 97839 Date: 16/8/22 Sign:

NO RETURN
NO EXCHANGE

AVIGHNA DISTRIBUTORS HYD.

Purchase Order

 09-08-2022 14:59:51

opy

90861
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
B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad,
Mechal-Malkajgiri-500094

GSTIN 36FSTPS6819H1ZS
7075153859 7075153859

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
	Rupees : Seven Thousand Four Hundred Fourty Eight and Paise Sixteen Only.			**Total Order Value . . .**		**7,448.16**

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
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

13/08/22

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 90861	24	8	24		
5						
6						
7						
8						
9						
10						
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 MO MANAGING D