

PURCHASE DIVISION
Advice for approval for credit to supplier

(62)

Date: 16/8/22		Prepared by: [Signature]		Serial no. 7141	
Supplier name: Arigna Distributors		Project: SHUR		HO inward no.	
Firm/Company: 8844P		PO/WO date: 8/8		HO received date	
PO/WO No. 90791		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	90	8/8/22	13720.00	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.			/	☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			13720.00
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:		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:			13720.00
Amount E – PO / WO value:			13720.00
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:		[Signature]			
Sign:		[Signature]			
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.

1015

Mobile : 7075153859

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

Name :	SUMMIT SALES LLP	Invoice No : 90
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 08-08-2022
GSTIN :	36ACQFS2044C1Z7	Po No:- 90791
State:	Telangana	state code: 36
		Payments Terms :- 25 Days
		Delivery Address :- Rani gunj

[illegible]

Bank Details : Kotak Mahindra Bank
Account No : 7945120725
Branch : General Bazar , Sec-Bad
IFSC Code : KKBK0007450

1. Goods once sold will not be taken back or exchanged
2. Subject to Hyderabad Jurisdiction. E. & O. E.

Certified that the particulars given above are true and correct

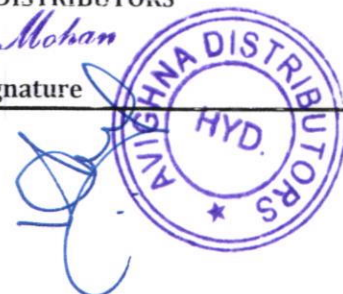
For AVIGHNA DISTRIBUTORS

Chandra Mohan

Authorized Signature



NO RETURN
NO EXCHANGE



Purchase Order

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08-08-2022 12:27:18



90791

29.07.22 12:09:35

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	90791	204522
Doc Date	08-08-2022	
Quote No	nil	
Quote Date	06-08-2022	
SupplyType	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 466300 - STAT-Stationary - Paper A4-- - - Bundles	50.00	245.00	0.00	12.00	13,720.00
Total Order Value . . .					13,720.00
Rupees : Thirteen Thousand Seven Hundred Twenty Only.					

Terms and Conditions :-**Specification /** All items shall be of ___ brand/company**Payment Terms** After Delivery & Production of bill**Tax** Inclusive of all taxes**Delivery Date** Next Day.

Delivery Location Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551

Penalty For Delay Nil**Transportation** Nil**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications.Above order for Head office Purpose.**Completion Date** NA**Measurment** Nil**Security** Nil

Remarks Original invoice +copy of proof of delivery is required to process invoice forpayment .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 my email.

For **Summit Sales LLP**

Authorised Signatory

Name : 10/08/22

Accepted the above Terms And Conditions

For **Avighna Distributors**

Name : _____

Date : __/__/__

Requisition Form									
Company Name:		Summit Sales LLP Common Expenses		Date:	06.08.2022				
Site & Phase :		Head Office		Time:	2:49				
Supplier:				Req. No.	204522				
Material required before date:				ID No.	78695				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date			
1	STAT5693-Stationary-Paper A3-----Bundles	05 (100 GSM)	0						
2	STAT1870-Stationary-Ledger Papers----Bundles	05 (Green)							
3	STAT4663-Stationary-Paper A4-----Bundles	50	2						
4	STAT4663-Stationary-Paper A4-----Bundles	05 (100 GSM)							
5	STAT2503-Stationary-Executive Bond papers -----Bundles	5							
6									
7									
8									
9									
10									
11									
12									
13									
14									
Remarks:									
Engineer		Project Manager		APPROVED		Purchase		MD	
Prepared By: Jai Kumar. G		Jai Kumar		10 AUG 2022					
Approved By: Jai Kumar. G									
Sign & Date: 08.07.2022									

MINISH PARIKH
MANAGER PROCUREMENT