PURCHASE DIVISION
Advice for approval for credit to supplier (V)

Date:	22/8/22	Prepared by	Bashakar	Serial no.	
Supplier name	Avigna Distributors.			HO inward no.	
Firm/Company	SSHLP	Project	SHLP.	HO received date	
PO/WO date	18/8/22	PO/WO No.	91098	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	99	18/8/22	5712-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			5712-00
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:			5712-00
Amount E – PO / WO value:			5712-00
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	29/8/22		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:					
Date		22 AUG 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
P. PRABHAKAR
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 : 99
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 18-08-2022
GSTIN :	36ACQFS2044C1Z7	PO No:- 91098
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 A3 Paper Bundle (80 Gsm)	4802	5 Nos	500		2500		
2	A5 Paper Bundle	4802	20 Nos	130		2600		

INWARD
Inward No: 400 Dt: 20/8/22
MRN No: Dt:
Received By: Samaran Sign:
MODI PROPERTIES

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 98156
Date: 22/8/22
Sign:

Rupees in words --------------------	Total Amount before Tax		5100		
Five Thousand Seven Hundered	**Add : CGST**		306		
Twelve Only /-	**Add : SGST**		306		
	GRAND TOTAL		5712		**5712**

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.	Chandra Mohan
IFSC Code : KKBK0007450	Jurisdiction.E.&.O.E.	**Authorised Signature**

AVIGHNA DISTRIBUTORS HYD.

NO RETURN
NO EXCHANGE

 19-08-2022 12:18:35

Purchase Order

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

91098
17.08.22 12:41:53

Supplier Details			
Avighna Distributors B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad, Mechal-Malkajgiri-500094 **GSTIN** 36FSTPS6819H1ZS 7075153859 7075153859	**Doc No**	91098	204524
	Doc Date	18-08-2022	
	Quote No	nil	
	Quote Date	16-08-2022	
	SupplyType	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	569300 - STAT-Stationary - Paper A3-- - - - Bundles *75GSM*	5.00	500.00	0.00	12.00	2,800.00
2	569300 - STAT-Stationary - Paper A3-- - - - Bundles *A5*	20.00	130.00	0.00	12.00	2,912.00
	Rupees : Five Thousand Seven Hundred Twelve Only.			**Total Order Value . . .**		**5,712.00**

Terms and Conditions :-

Specification /	As per details given in the quotation.
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
Penality For Delay	Nil
Transportation	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming quality and specifications.Above order for HO 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 invoice must be snet to HO office or purchase site office Proof of delivery /DC can be sent by email.

For ***Summit Sales LLP***

Authorised Signatory

Name : 22/08/22

Contact

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	Summit sales LLP Common Expenses	Date:	16.08.2022			
Site & Phase :	Head Office	Time:	15:31			
Flat/Block no.						
Supplier:		Req. No.	204524			
Material required before date:		ID No.	78940			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT1112-Stationary-Pencil----Boxes		2			
2	STAT1643-Stationary-Binder Clips ---20MM-Nos		01(Box)			
3	STAT1670-Stationary-Lable Sheet book----Sheets		02(Box)			
4	STAT2733-Stationary-pen-black color-Cello Fine grip--Nos		30			
5	STAT3016-Stationary-Project Folder---A3&A4-Nos		300			
6	STAT3134-Stationary-Binder Clips ---25MM-Nos		02(Box)			
7	STAT3400-Stationary-Highlighter----Nos		15			
8	STAT3692-Stationary-CD Marker----Nos		15			
9	STAT3831-Stationary-Cello Tapes- one side----Nos		03(1 inch)			
10	STAT4855-Stationary-Erazers----Nos		01 (Box)			
11	STAT5222-Stationary-Scribling Pads----Nos		30			
12	STAT7304-Stationary-Pen-Blue color-Cello Fine grip--Nos		30			
13	STAT7726-Stationary-Stamp Pad----Nos		15			
14	STAT7883-Stationary-Stapler Pins-10----Boxes		0(Box)			
15	STAT9087-Stationary-Stapler-SMALL----Nos		10			
16	STAT5693-Stationary-Paper A3----Bundles		05 (75 GSM)			
17	STAT5693-Stationary-Paper A5---Bundles		20 nos			
Remarks:	This is for HO					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Jai Kumar	Jai Kumar				
Approved By:	Jai Kumar					
Sign & Date:	16.08.22					

₹ 500+655 12%
130+655 12·1
PO/ 91098

APPROVED
22 AUG 2022
MINISH PARIKH
MANAGER PROCUREMENT