

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 22/8/22		Prepared by: Basayakar		Serial no.	
Supplier name: Arigna Distributors		Project: SHUP		HO inward no.	
Firm/Company: SHUP		PO/WO No: 91098		HO received date	
PO/WO date: 18/8/22		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	79	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
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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

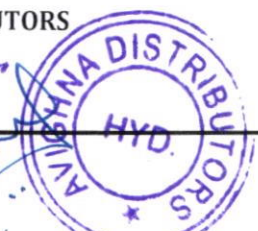
Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
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.

House Keeping and Office Need Stationary Material.

NO RETURN
NO EXCHANGE



Purchase Order

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19-08-2022 12:18:35

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.

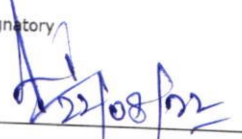
Item Name	Qty	Rate	Dis%	GST	Amount
1 569300 - STAT-Stationary - Paper A3-- - - Bundles 75GSM	5.00	500.00	0.00	12.00	2,800.00
2 569300 - STAT-Stationary - Paper A3-- - - Bundles A5	20.00	130.00	0.00	12.00	2,912.00
Rupees : Five Thousand Seven Hundred Twelve Only.					Total Order Value . . . 5,712.00

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
Penalty 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 : 

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.		78990			
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		22 AUG 2022			
Approved By:	Jai Kumar					MANISH FARUKH			
Sign & Date:	16.08.22					MANAGER PROCUREMENT			

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