

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 27/8/22		Prepared by: Vanjaryhi		Serial no. 7662	
Supplier name: Avighna Distributors				HO inward no.	
Firm/Company: SSUP		Project: SHUP		HO received date	
PO/WO date: 19/8/22		PO/WO No. 91153		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	100	19/8/22	16,957/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 16,957/-

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.: 111053	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: 16,957/-

Amount E – PO / WO value: 16,957/-

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: 5/09/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanjaryhi				
Sign:					
Date:	27/8/22				
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.

19-08-2022 17:26:42



17.08.22 12:41:54

G S T No. : 36ACQFS2044C1Z7

7075153859

SupplyType	Supply
------------	--------

Purchase Order for the Supply of following Items.

Total Order Value . . .

16,956.60

Terms and Conditions :-

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.
---------	---

Authorised Signatory

For **Avighna Distributors**

Name : _____

Name : _____

Date : __/__/__

Requisition Form					
Company Name: SLLP		Date:	17.08.2022		
Site & Phase : SHLLP		Time:	11:00		
Flat/Block no.					
Supplier:		Req. No.	170101		
Material required before date:		ID No.	78973		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No
1	CONS7227-Consumables-Air Freshner----Nos 24	24	4	24	
2	CONS6639-Consumables-Handwash liquid----Nos 48	48	20	48	
3	GENE3689-General Items-Sponges---12pack-Nos 500	500	0	500	
4	CONS9752-Consumables-PVC Bucket----Nos 10	10	0	10	
5	CONS9989-Consumables-Phinyl---1 Ltr-Nos 40	40	0	40	
6	CONS9748-Consumables-Detergent powder---500gms-Pkts 30	30	20	30	
7					
8					
9					
10					
Remarks: For Stock Replenishing Purpose.					
Prepared By: Engineer		Project Manager		Purchase	
Approved By:					
Sign & Date:					

APPROVED BY
18 AUG 2022
SOHAM MODI
MANAGING DIRECTOR

90,01133