PURCHASE DIVISION Advice for approval for credit to supplier

Date:		- 1 .	Prepar	ed by		1	Serial no.		MOCO	
		27/8/22	Trepar	ed by	Vanajo	14/2			7662	
Supplier nar	me	Avighna	Dist	ribut	of c	0 3	HO inward	HO inward no.		
Firm/Compa	any	SSUP	Project		SHI	IP	HO receiv	HO received date		
PO/WO date	е	19/8/20	PO/Wo	O No.	9115	2	Scan ID.			
Sl no.		Bill no.		Bil	date		Bill amount		Original attached	
1.		100		19/8	1,,	16.	957/		□ Yes □ No	
2.		,		1110	122	10/	131/		□ Yes □ No	
3.									□ Yes □ No	
4.									□ Yes □ No	
Amount A -	- Bills to	otal (Excluding Tran	sport & I	Hamali Char	ges):			16	9-21	
Proof of del	ivery by	way of: □ DCs/bill	□ Steel	report 🗆 RM	1C pour repor	t 🗆 Sol	id block rep	ort 🗆 Ins	stallation report	
MRN						Proof o	of delivery		Yes 🗆 No	
nos.:	1110	53				matche		ř	22 103 1110	
Amount B -	Other C	redits: Transportati	on charge	es				L		
Amount C -	Other D	ebits :								
Amount D (D=A+B	-C) – Amount to be	credited	to the suppli	er:			16	0 = 2 1	
Amount E –	PO / W	O value:						101	957/-	
Amount F –	Differer	nce (A – E):						161	95+/-	
Quantity rec	eived as	per PO /WO		Yes 🗆	Excess receiv	ved □ Sh	ort received	□ Part ı	received	
Close PO / V	VO			/	No – wait for					
Payment – d	ue date			~ ~	1					
Remarks:				12/00	1/22					
Approved	l by	Purchase Officer	Pur	chase	M D		A	4		
		Tarenase Officer		nager	IVI D		Accoun	tant	Accounts Manager	
Name:		Caraja Mh)							Manager	
Sign:		gry								
Date		27/8/22								
Approval lim	it	Upto 20k	Above 2	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.

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: 100

5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003 Address: Date: 19-08-2022 GSTIN: 36ACQFS2044C1Z7 Po No:- 91153

State: Telangana state code: 36 Payments Terms :- 25 Days

					Delivery	Delivery Adress :- Cherlapally					
]	`axable Am	<u>iount</u>				
. No.	Description of Goods	HSN Code	Qty	Rate	5%	12%	18%	Amount			
1	Santhoor Hand Wash	6639	48 Nos	84			4032				
2	Sponge	3689	500 Nos	9			4500				
3	Air Freshner (50grm's)	9616	24 Nos	42			1008				
4	PVC Bucket With Mug	4006	10 Nos➤	225			2250				
5	Phenyl (1 Ltrs)	3402	40 Nos	39			1560				
5	Wheel Surf (500grms)	3404	30 Nos√	34			1020				
		a salahara									
	1 1 1 1 1 1 1 1 1 1		22								
4	Received by.	8									
	SUMMIT SALES	LLX		9							
upees in w	ords	Total A	mount bef	ore Tax			14370				
Sixteen Thousand Nine Hundered		Add: C	GST				1293.30				
ifty Six An	d Sixty Paisa Only /-	Add : SO	GST				1293.30				
		GRAND	TOTAL				16956.60	16956.60			
Bank Details : Kotak Mahindra Bank			once sold		Cerified that the particulares given above are true and correct						

Account No: 7945120725

Branch: General Bazar, Sec-Bad

IFSC Code: KKBK0007450

taken back or exchangd

2.Subject to Hyderabad.

Jurisdiction.E.&.O.E.

For AVIGHNA DISTRIBUTORS

Chandra Mohan

Authorised Signature

NO RETURN NO EXCHANGE

Purchase Order

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19-08-2022 17:26:42

From Company: Summit Sales LLP

5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.

G S T No.: 36ACQFS2044C1Z7

17.08.22 12:41:54

Supplier Details				
Avighna Distributors		Doc No	91153	170101
B 80, JJ Ngar, Defence colony, N Mechal-Malkajgiri-500094	leredmet, Hyderabad,	Doc Date	19-08-202	22
		Quote No	nil	
GSTIN 36FSTPS6819H1ZS		Quote Date	17-08-202	22
7075153859	7075153859	SupplyType	Supply	

Kind Attn: Sai Mohan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 722700 - CONS-Consumables - Air Freshner Nos	24.00	42.00	0.00	18.00	1,189.44
2 663900 - CONS-Consumables - Handwash liquid Nos santhoor	48.00	84.00	0.00	18.00	4,757.76
3 368900 - GENE-General Items - Sponges 12pack - Nos	500.00	9.00	0.00	18.00	5,310.00
975200 - CONS-Consumables - PVC Bucket Nos	10.00	225.00	0.00	18.00	2,655.00
998900 - CONS-Consumables - Phinyl 1 Ltr - Nos	40.00	39.00	0.00	18.00	1,840.80
974800 - CONS-Consumables - Detergent powder 500gms - pkts	30.00	34.00	0.00	18.00	1,203.60
pees : Sixteen Thousand Nine Hundred Fifty Six and Paise Sixt		Total Or	der Value	1	16,956.60

Terms	and	Conditions	٠_
1 (11113	anu	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 LLF

Accepted the above Terms And Conditions

Authorised Signator

For Avighna Distributors

Date : __/__/__

Sign & Date:	Approved By:	Prepared By:			Remarks:	10	9	00	7	6	5	4	ω	2	1	S No	Material required before date:	Supplier:	Flat/Block no.	Site & Phase:	Company Name:	Requisition Form
			Engineer		For Stock Repleneshing Purpose.					CONS9748-Consumables-Detergent powder500gms-Pkts	CONS9989-Consumables-Phinyl1 Ltr-Nos	CONS9752-Consumables-PVC BucketNos 225		CONS6639-Consumables-Handwash liquidNos	CONS7227-Consumables-Air FreshnerNos wyl	Item				SHLLP	SSLLP	
	MANACI	TON	Project Manager	AN DED BY									913	3	•	Qty required	ID No.	Req. No		Time:	Date:	
			7							30	40	10	500	48	24		11	,			17	
										20	0	0	0	20	4	Oty available at site	5t68£	170101		11:00	17.08.2022	
			Purchase							30	40	10	500	48	24	Order Qty						
																Order Qty Inward No						

- '