PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/09/22	Prepared by	Kavitha	Serial no.	8224
Supplier name	Avighna Distributors			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	2/9/22	PO/WO No.	91538	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	106	02/09/22	18,830.71/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	18,830.71/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 111545 — 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:	18,830.71/-
Amount E – PO / WO value:	18,830.71/-
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	19/9/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha				
Sign:	14/9/22				
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.

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 : 106
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 02-09-2022
GSTIN :	36ACQFS2044C1Z7	Po No:- 91538
State:	Telangana state code: 36	Payments Terms :- 25 Days
		Delivery Adress :- Cherlapally

S. No.	Description of Goods	HSN Code	Qty	Rate	Taxable Amount 5%	Taxable Amount 12%	Taxable Amount 18%	Amount
1	Acid (1 Ltr)	3402	60 Nos	18			1080	
2	Soft Brooms	9603	50 Nos	80				4000
3	Hard Broms	9603	100 Nos	16				1600
4	Harpic (500 ML)	8480	24 Nos	84			2016	
5	White Moping Cloth	3405	120 Nos	16	1920			
6	Phenyl (1 Ltr)	3402	20 Nos	39			780	
7	Wheel Surf (500 grms)	9748	30 Nos	34			1020	
8	Mopping Stick	9603	30 Nos	120			3600	
9	Air Freshner (50grms	9616	24 Nos	42			1008	

SUMMIT SALES LLP R.R. DIST. INWARD No: 9845 Date: 10/9/22 Sign:

		5%	12%	18%	Amount
Rupees in words --------------------	**Total Amount before Tax**	1920		9504	5600
Eighteen Thousand Eight Hundered	**Add : CGST**	48		855.36	
Thirty And Seventy Two Paisa Only /-	**Add : SGST**	48		855.36	
	GRAND TOTAL	2016		11214.72	**18,830.72**

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

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

Certified that the particulares given above are true and correct

For AVIGHNA DISTRIBUTORS

B. Chandra Mohan

Authorised Signature

AVIGHNA DISTRIBUTORS HYD.

18658

INWARD
Inward No: 18658 Dt: 9/9/22
MRN No: 111545 Dt: 9/9/22
Received By: Sign:
SUMMIT SALES LLP

NO RETURN
NO EXCHANGE

Purchase Order

  03-09-2022 13:55:22

91538
01.09.22 10:54:24

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	**Doc No**	91538	170142
	Doc Date	02-09-2022	
GSTIN 36FSTPS6819H1ZS	**Quote No**	Nil	
	Quote Date	02-09-2022	
7075153859 7075153859	**SupplyType**	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	471700 - CONS-Consumables - Acid-- - 1Ltr - Nos	60.00	18.00	0.00	18.00	1,274.40
2	659600 - CONS-Consumables - Bombay Brooms Big -- - - - Nos	50.00	80.00	0.00	0.00	4,000.00
3	905700 - CONS-Consumables - Coconut Brooms-- - - - Nos	100.00	16.00	0.00	0.00	1,600.00
4	639400 - CONS-Consumables - Toilet cleaner--Harpic - 500ml - Nos	24.00	84.00	0.00	18.00	2,378.88
5	649300 - CONS-Consumables - Mopping cloth-- - - - Nos	120.00	16.00	0.00	5.00	2,016.00
6	998900 - CONS-Consumables - Phinyl-- - 1 Ltr - Nos	20.00	39.00	0.00	18.00	920.40
7	974800 - CONS-Consumables - Detergent powder-- - 500gms - pkts	30.00	34.00	0.00	18.00	1,203.60
8	818700 - CONS-Consumables - Mopping Sitck-- - - - Nos	30.00	120.00	0.00	18.00	4,248.00
9	722700 - CONS-Consumables - Air Freshner-- - - - Nos *Odonil*	24.00	42.00	0.00	18.00	1,189.44
				Total Order Value . . .		**18,830.72**

Rupees : Eighteen Thousand Eight Hundred Thirty and Paise Seventy Two Only.

Terms and Conditions :-

Specification / Brand	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 Cost	Transport cost shall be borne by us.
Warranty	Nil

Manam

For ***Summit Sales LLP***

Authorised Signatory

Name : Venu 06/09/22

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ____________

Date : __/__/____

Purchase Order

 03-09-2022 13:55:22 Original / Office Copy / Purchase Div.Copy

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 LLP***

Authorised Signatory

Name : ______________ Venny 06/09/22

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ______________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	29.08.2022			
Site & Phase :	SHLLP	Time:	12:00			
Supplier:		Req. No.	170142			
Material required before date:		ID No.	79368			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS4717-Consumables-Acid---1Ltr-Nos	60	11	60		
2	CONS7227-Consumables-Air Freshner----Nos	24	4	24		
3	CONS6596-Consumables-Bombay Brooms Big ----Nos	50	10	50		
4	CONS9057-Consumables-Coconut Brooms----Nos	100	160	100		
5	CONS6394-Consumables-Toilet cleaner--Harpic-500-ml 91538	24	11	24		
6	CONS6493-Consumables-Mopping cloth----Nos	120	0	120		
7	CONS8187-Consumables-Mopping Sitck----Nos	30	13	30		
8	CONS9989-Consumables-Phinyl---1 Ltr-Nos	20	25	20		
9	CONS9748-Consumables-Detergent powder---500-Gms	30	33	30		
10						
Remarks:	For Stock Repleneshing purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	N.Vanajakshi					
Approved By:	Prabhakar					
Sign & Date:						

APPROVED
06 SEP 2022
P. VENKATESHWARLU
MANAGER PURCHASE

APPROVED BY
1 SEP 2022
SOHAM MODI
MANAGING DIRECTOR