PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 27/9/22 | Prepared by | Kavitha | Serial no. | |
| Supplier name | Avighna Distributors | | | HO inward no. | |
| Firm/Company | SSCP | Project | SHILP | HO received date | |
| PO/WO date | 17/9/22 | PO/WO No. | 92040 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 119 | 17/9/22 | 14419/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 14419/- |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |
| MRN nos.: 112135 | 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: | 14419/- |
| Amount E – PO / WO value: | 14419/- |
| 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 | 3/10/22 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Kavitha | | | | |
| Sign: | 27/9/22 | | | | |
| 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 : 119 |
| Address: | 5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003 | Date : 17-09-2022 |
| GSTIN : | 36ACQFS2044C1Z7 | PO No:- 92040 |
| 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 | Phenyl (1 Ltr) | 3402 | 20 Nos | 39 | | | 780 | |
| 2 | Vim Bar Big | 3405 | 24 Nos | 55 | | | 1320 | |
| 3 | Lizol (500 ML) | 3808 | 48 Nos | 85 | | | 4080 | |
| 4 | Colin 500 ML | 3923 | 40 Nos | 78 | | | 3120 | |
| 5 | Cobweb Brooms Stick | 6196 | 10 Nos | 100 | | | 1000 | |
| 6 | Water Bottle (1 Ltr) | 3924 | 48 Nos | 40 | | | 1920 | |

SUMMIT SALES LLP R.R. DIST
IN WARD
No: 99607
Date: 27/9/22
Sign:

INWARD
Inward No: 18748 Dt: 23/9/22
MRN No: 112135 Dt: 28/9/2
Received By: Sign:
SUMMIT SALES LLP

| | | |
|---|---|---|
| Rupees in words -------------------- | **Total Amount before Tax** | 12220 |
| **Fourteen Thousand Four Hundered Nineteen Rupees Only /-** | **Add : CGST** | 1099.8 |
| | **Add : SGST** | 1099.8 |
| | **GRAND TOTAL** | 14419.6 | **14419.6** |

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.

NO RETURN
NO EXCHANGE

# Purchase Order

 20-09-2022 11:48:03

92040
16.09.22 3:00:43

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 | **Doc No** | 92040 | 170185 |
| B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad, Mechal-Malkajgiri-500094 | **Doc Date** | 17-09-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36FSTPS6819H1ZS | **Quote Date** | 12-09-2022 | |
| 7075153859 7075153859 | **SupplyType** | Supply | |

**Kind Attn : Sai Mohan**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 998900 - CONS-Consumables - Phinyl-- - 1 Ltr - Nos | 20.00 | 39.00 | 0.00 | 18.00 | 920.40 |
| 2 | 767300 - CONS-Consumables - Detergent --Vim - - - Nos | 24.00 | 55.00 | 0.00 | 18.00 | 1,557.60 |
| 3 | 283000 - CONS-Consumables - Floor cleaner --Lizol - 1-lts - Nos | 48.00 | 85.00 | 0.00 | 18.00 | 4,814.40 |
| 4 | 670300 - CONS-Consumables - Colin 500 ml-- - - - Nos | 40.00 | 78.00 | 0.00 | 18.00 | 3,681.60 |
| 5 | 619600 - CONS-Consumables - Cobweb broom stick-- - - - Nos | 10.00 | 100.00 | 0.00 | 18.00 | 1,180.00 |
| 6 | 371300 - CONS-Consumables - Water Bottles-- - 1 Ltr - Nos | 48.00 | 40.00 | 0.00 | 18.00 | 2,265.60 |
| | | | | | **Total Order Value . . .** | **14,419.60** |

Rupees : Fourteen Thousand Four Hundred Ninteen and Paise Sixty 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality For Delay** | Nil |
| **Transportation Cost** | 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 repleneshing Purpose |
| **Completion Date** | Nil |

For ***Summit Sales LLP***

Authorised Signatory

20/09/22

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ____________

Date : __/__/____

# Purchase Order

 20-09-2022 11:48:03 Original / Office Copy / Purchase Div.Copy

| | |
|---|---|
| **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 : 20/09/22

Contact - -

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ______________________

Date : __/__/____

# Requisition Form

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Requisition Form | | | | | | | |
| Company Name: | SSLLP | Date: | 12.09.2022 | | | | |
| Site & Phase : | SHLLP | Time: | 12:00 | | | | |
| Supplier: | | Req. No. | 170185 | | | | |
| Material required before date: | | ID No. | 79725 | | | | |
| S No | Item | | Qty required | Qty available at site | Order Qty | Inward No | Inward Date |
| 1 | CONS9989-Consumables-Phinyl---1 Ltr-Nos | 30 + 18 % | 20 | 32 | 20 | | |
| 2 | CONS7673-Consumables-Detergent --Vim --Nos | ~~20~~ 24 + 18 % | 24 | 0 | 24 | | |
| 3 | CONS2830-Consumables-Floor cleaner --Lizol-1-lts-Nos | 165 + 18 % | 48 | 6 | 48 | | |
| 4 | CONS6703-Consumables-Colin 500 ml----Nos | 77 + 18 % | 40 | 7 | 40 | | |
| 5 | CONS6196-Consumables-Cobweb broom stick----Nos | 100 + 18 % | 10 | 0 | 10 | | |
| 6 | CONS2101-Consumables-First aid kit----Nos | | 10 | 0 | 10 | | |
| 7 | CONS3713-Consumables-Water Bottles---1 Ltr-Nos | 810 + 1 set + 18% | 48 | 12 | 48 | | |
| 8 | CONS4941-Consumables-Door Mats ----Nos | 4x2' 110 + 18% grey | 5 | 0 | 5 | | |
| 9 | TOOL2146-Tools-Spade with handle----Nos | | 20 | 34 | 20 | | |
| 10 | | | | | | | |
| Remarks: | For Stock repleneshing purpose. | 92040 | | | | | |
| | | | | | | | |
| | Engineer | Project Manager | | | Purchase | | MD |
| Prepared By: | N.Vanajakshi | | | | | | |
| Approved By: | Prabhakar | | | | | | |
| Sign & Date: | | | | | | | |

APPROVED BY
14 SEP 2022
SOHAM MODI
MANAGING DIRECTOR

91538