

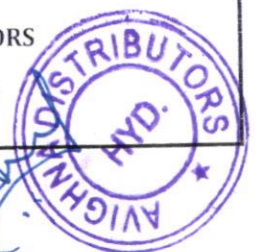
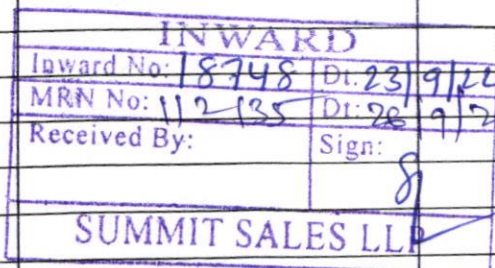
PURCHASE DIVISION
Advice for approval for credit to supplier

②

Date:		27/9/22		Prepared by	Kavitha	Serial no.	
Supplier name		Arighna Distributors				HO inward no.	
Firm/Company		SSUP		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.

NO RETURN
NO EXCHANGE



Purchase Order

Page(s) 1 Of 2

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

B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad,
Mechal-Malkajgiri-500094**GSTIN** 36FSTPS6819H1ZS

7075153859

7075153859

Doc No

92040

170185

Doc Date

17-09-2022

Quote No

Nil

Quote Date

12-09-2022

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 Nineteen 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
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra**Penalty 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 replenishing Purpose**Completion Date** NilFor **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Avighna Distributors**

Name : _____

Name : _____

Date : ____/____/____

Contact :-

Purchase Order

Page(s) 2 Of 2

20-09-2022 11:48:03

Original / Office Copy / Purchase Div.Copy

Measurement

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 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: SLLP			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+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+1set+10%	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 replenishing purpose.							
Engineer		Project Manager		Purchase		MD	
Prepared By: N. Vanajakshi							
Approved By: Prabhakar							
Sign & Date:							

APPROVED BY
14 FEB 2022
MANAGING DIRECTOR
SOLANKI

Prabhakar

12/9/2022