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	SSLLP	Project	SHLLP	HO received date	
PO/WO date	17/9/22	PO/WO No.	92041	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	118	17/9/22	23,311/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			23,311/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	112136	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:			23,311/-
Amount E – PO / WO value:			23,311/-
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 : 118
Address: 5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 17-09-2022
GSTIN : 36ACQFS2044C1Z7	Po No:- 92041
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	Acid (1 Ltr)	3402	60 Nos	18			1080	
2	Soft Brooms	9603	50 Nos	80				4000
3	Santhoor Hand Wash	6639	48 Nos	84			4032	
4	PVC Dust Pan	9319	12 Nos	20			240	
5	Key Chain Ring	1624	200 Nos	5			1000	
6	PVC Bucket With Mug	4006	20 Nos	225			4500	
7	Yellow Cleaning Cloth	3405	120 Nos	15	1800			
8	Mopping Stick	9603	20 Nos	120			2400	
9	Air Freshner (50grms)	9616	36 Nos	42			1512	
Rupees in words --------------------		**Total Amount before Tax**			1800		14764	4000
Twenty Three Thousand Three		**Add : CGST**			45		1328.76	
Hundered Eleven And Fifty Two Paisa /		**Add : SGST**			45		1328.76	
		GRAND TOTAL			1890		17421.52	**23,311.52**

SUMMIT SALES LLP INWARD No: 99608 Date: 27/9/22 Sign: R.R. DIST.

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.

Cerified that the particulares given above are true and correct
For AVIGHNA DISTRIBUTORS
B. Chandra Mohan
Authorised Signature

AVIGHNA DISTRIBUTORS HYD.

INWARD	
Inward No: 18749	Dt: 23/9/22
MRN No: 112136	Dt:
Received By:	Sign:
SUMMIT SALES LLP	

NO RETURN
NO EXCHANGE

Purchase Order

 23-09-2022 11:25:18

92041
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**	92041	170184
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	471700 - CONS-Consumables - Acid-- - 1Ltr - Nos	60.00	18.00	0.00	18.00	1,274.40
2	722700 - CONS-Consumables - Air Freshner-- - - - Nos	36.00	42.00	0.00	18.00	1,784.16
3	659600 - CONS-Consumables - Bombay Brooms Big -- - - - Nos	50.00	80.00	0.00	0.00	4,000.00
4	663900 - CONS-Consumables - Handwash liquid-- - - - Nos	48.00	84.00	0.00	18.00	4,757.76
5	931900 - CONS-Consumables - Dust Pan-PVC- - - - Nos	12.00	20.00	0.00	18.00	283.20
6	162400 - CONS-Consumables - Keychain+rings-- - - - Nos	200.00	5.00	0.00	18.00	1,180.00
7	975200 - CONS-Consumables - PVC Bucket-- - - - Nos	20.00	225.00	0.00	18.00	5,310.00
8	661500 - CONS-Consumables - Cleaning Cloth-- - - - Nos	120.00	15.00	0.00	5.00	1,890.00
9	818700 - CONS-Consumables - Mopping Sitck-- - - - Nos	20.00	120.00	0.00	18.00	2,832.00
				Total Order Value . . .		**23,311.52**

Rupees : Twenty Three Thousand Three Hundred Eleven and Paise Fifty Two Only.

Terms and 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

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ____________

Date : __/__/____

Purchase Order

 23-09-2022 11:25:18 Original / Office Copy / Purchase Div.Copy

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 :

Contact - -

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name :

Date : __/__/___

Requisition Form		Date:	12.09.2022			
Company Name:	SSLLP	Time:	12:00			
Site & Phase :	SHLLP	Req. No.	170184			
Supplier:		ID No.	79724			
Material required before date:		Qty required	Qty available at site	Order Qty	Inward No	Inward Date
S No	Item	60	42	60		
1	CONS4717-Consumables-Acid---1Ltr-Nos 15 + 18%	36	24	36		
2	CONS7227-Consumables-Air Freshner----Nos 70+18%	50	63	50		
3	CONS6596-Consumables-Bombay Brooms Big ----Nos → 90 + 0%	100	205	100		
4	CONS9057-Consumables-Coconut Brooms----Nos 15 + 0 %	48	20	48		
5	CONS6639-Consumables-Handwash liquid----Nos 79 + 18%	12	16	12		
6	CONS9319-Consumables-Dust Pan-PVC---Nos 30+18%	200	139	200		
7	CONS1624-Consumables-Keychain+rings----Nos	20	1	20		
8	CONS9752-Consumables-PVC Bucket----Nos 220+18%	120	5	120		
9	CONS6615-Consumables-Cleaning Cloth----Nos yellow 15 + 5%	20	30	20		
10	CONS8187-Consumables-Mopping Sitck----Nos 100+18%					
Remarks:	For Stock repleneshing purpose. 9204) Veerabhadra Enterprises					
		Project Manager		Purchase		MD
	Engineer					
Prepared By:	N.Vanajakshi					
Approved By:	Prabhakar					
Sign & Date:						

APPROVED BY
14 SEP 2022
SOHAM MODI
MANAGING DIRECTOR

7989596166
– Rajashekar