PURCHASE DIVISION
Advice for approval for credit to supplier

D

Date:	90/10/22	Prepared by	Prabhakar	Serial no.	9183
Supplier name	Avigna Distributors.			HO inward no.	
Firm/Company	SSHLP	Project	SHLP.	HO received date	
PO/WO date	1/10/22	PO/WO No.	92507	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	125	1/10/22	18,722.32	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			18,722.32
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	112470	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:			18,722.32
Amount E – PO / WO value:			18,722.32
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	17/10		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		APPROVED			
Date		08 OCT 2022			
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 : 125
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 01-10-2022
GSTIN :	36ACQFS2044C1Z7	Po No:- 92507
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	Harpic (500 ML)	9603	10 Nos	83			830	
2	White Mopping Cloth	3405	10 Nos	16	160			
3	Mopping Stick	9603	10 Nos	120			1200	
4	Phenyl (1 Ltrs)	3402	100 Nos	39			3900	
5	Wheel Surf (500grms)	9748	40 Nos	34			1360	
6	Vim Bar Big	3405	30 Nos	55			1650	
7	Lizol (500 ML)	3808	24 Nos	85			2040	
8	Colin (500 ML)	3923	48 Nos	78			3744	
9	Sky Brooms	6196	10 Nos	100			1000	
Rupees in words --------------------		Total Amount before Tax			160		15724	
Eighteen Thousand Seven Hundered		Add : CGST			4		1415.16	
Twenty Two & Trirty Two Paisa Only /-		Add : SGST			4		1415.16	
		GRAND TOTAL			168		18554.32	**18,722.32**

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: 18804 Dt: 4/10/22
MRN No: 112420 Dt: 6/10/22
Received By: Sign:
SUMMIT SALES LLP

NO RETURN
NO EXCHANGE

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 99979
Date: 6/10/22
Sign:

Purchase Order

 01-10-2022 15:11:14

92507
03.10.22 5:34:55

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**	92507	170243
	Doc Date	01-10-2022	
GSTIN 36FSTPS6819H1ZS	**Quote No**	Nil	
	Quote Date	01-10-2022	
7075153859 7075153859	**SupplyType**	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	639400 - CONS-Consumables - Toilet cleaner--Harpic - 500ml - Nos	10.00	83.00	0.00	18.00	979.40
2	649300 - CONS-Consumables - Mopping cloth-- - - - Nos	10.00	16.00	0.00	5.00	168.00
3	818700 - CONS-Consumables - Mopping Sitck-- - - - Nos	10.00	120.00	0.00	18.00	1,416.00
4	998900 - CONS-Consumables - Phinyl-- - 1 Ltr - Nos	100.00	39.00	0.00	18.00	4,602.00
5	974800 - CONS-Consumables - Detergent powder-- - 500gms - pkts	40.00	34.00	0.00	18.00	1,604.80
6	767300 - CONS-Consumables - Detergent --Vim - - - Nos	30.00	55.00	0.00	18.00	1,947.00
7	283000 - CONS-Consumables - Floor cleaner --Lizol - 1-lts - Nos	24.00	85.00	0.00	18.00	2,407.20
8	670300 - CONS-Consumables - Colin 500 ml-- - - - Nos	48.00	78.00	0.00	18.00	4,417.92
9	619600 - CONS-Consumables - Cobweb broom stick-- - - - Nos	10.00	100.00	0.00	18.00	1,180.00
					Total Order Value . . .	**18,722.32**

Rupees : Eighteen Thousand Seven Hundred Twenty Two and Paise Thirty 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

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ____________

Name : ____________

Date : __/__/____

Purchase Order

 01-10-2022 15:11:14 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

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ____________________

Name : ____________________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	28.09.2022			
Site & Phase :	SHLLP	Time:	12:00			
Supplier:		Req. No.	170243			
Material required before date:		ID No.	80166			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS6394-Consumables-Toilet cleaner--Harpic-500-ml	24	2	24		
2	CONS6493-Consumables-Mopping cloth----Nos	120	53	120		
3	CONS8187-Consumables-Mopping Sitck----Nos	20	31	20		
4	CONS9989-Consumables-Phinyl---1 Ltr-Nos	20	10	20		
5	CONS9748-Consumables-Detergent powder---500-Gms 9250#	30	0	30		
6	CONS7673-Consumables-Detergent --Vim --Nos	24	0	24		
7	CONS2830-Consumables-Floor cleaner --Lizol-1-lts-Nos	48	0	48		
8	CONS6703-Consumables-Colin 500 ml----Nos	24	0	24		
9	CONS6196-Consumables-Cobweb broom stick----Nos	10	0	10		
10						
Remarks:	For Stock repleneshing purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	P.sneha					
Approved By:	Prabhakar					
Sign & Date:						

APPROVED BY
28 SEP 2022
SOHAM MODI
MANAGING DIRECTOR