

PURCHASE DIVISION
Advice for approval for credit to supplier

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Date: 9/10/22		Prepared by: P. Prabhakaran		Serial no. 9183	
Supplier name: Arigna Distributors		Project: SHLP		HO inward no.	
Firm/Company: SHLP		PO/WO No. 92507		HO received date	
PO/WO date: 1/10/22		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
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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

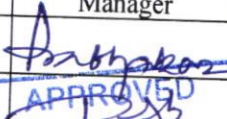
Amount F – Difference (A – E):

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:					
Sign:					
Date		09 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 Address :- Cherlapally

Taxable Amount

[illegible]

Rupees in words -----

Eighteen Thousand Seven Hundered

Twenty Two & Trirty Two Paisa Only /-

Total Amount before Tax

Add : CGST

Add : SGST

GRAND TOTAL

160

4

4

168

15724

1415.16

1415.16

18554.32	18,722.32
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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 exchanged

2. Subject to Hyderabad.

Jurisdiction.E.&O.E.

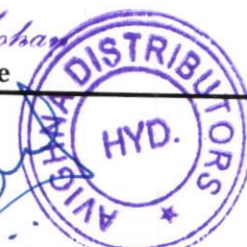
Certified that the particulars given above are true and correct

For AVIGHNA DISTRIBUTORS

Authorised Signature

INWARD			
Inward No:	18804	DL	4/18/24
MRN No:	112420	Dr:	6/10/24
Received By:		Sign: 	
SUMMIT SALES LLP			

NO RETURN
NO EXCHANG



Purchase Order

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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

GSTIN 36FSTPS6819H1ZS

7075153859

7075153859

Doc No	92507	170243
Doc Date	01-10-2022	
Quote No	Nil	
Quote Date	01-10-2022	
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
Penalty 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

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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	24	2					
2	CONS6493-Consumables-Mopping cloth---Nos	120	120	53					
3	CONS8187-Consumables-Mopping Sitck---Nos	20	20	31					
4	CONS9989-Consumables-Phinyl---1 Ltr-Nos	20	20	10					
5	CONS9748-Consumables-Detergent powder---500-Gms	30	30	0					
6	CONS7673-Consumables-Detergent -- Vim --Nos	24	24	0					
7	CONS2830-Consumables-Floor cleaner --Lizol-1-lts-Nos	48	48	0					
8	CONS6703-Consumables-Colin 500 ml---Nos	24	24	0					
9	CONS6196-Consumables-Cobweb broom stick---Nos	10	10	0					
10									
Remarks:		For Stock replenishing purpose.							
Engineer		Project Manager		Purchase		MD			
Prepared By:		P.sneha							
Approved By:		Prabhakar							
Sign & Date:									

APPROVED BY

28 SEP 2022

SOHAM MODI
MANAGING DIRECTOR