PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	9/10/22	Prepared by	Prabhakar	Serial no.	9184
Supplier name	Anjana Distributors.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	1/10/22	PO/WO No.	92506	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	126	1/10/22	8260-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	8260-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	112471	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:	8260-00
Amount E – PO / WO value:	8260-00
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:		[signature]			
Date		08 OCT 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
P. PRABHAKAR
Sr. MANAGER PURCHASE

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 : 126
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 01-10-2022
GSTIN :	36ACQFS2044C1Z7	Po No:- 92506
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	Pencil Box	9609	10 Nos	42			420	
2	Punching Machine DP-500	8472	10 Nos	140			1400	
3	Stapler Big HP-45	8472	10 Nos	230			2300	
4	Stapler Pins N0:10	8305	100 Nos	7			700	
5	Stapler Machine No-10	8472	40 Nos	41			1640	
6	Fevistick	8506	30 Nos	18			540	

Rupees in words ---------------------	Total Amount before Tax			7000	
Eight Thousand Two Hundered	**Add : CGST**			630	
Sixty Rupees Only /-	**Add : SGST**			630	
	GRAND TOTAL			8260	**8,260.00**

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

INWARD
Inward No: 8805 Dt: 4/10/22
MRN No: 12471 Dt: 6/10/22
Received By: Sign:
SUMMIT SALES LLP

NO RETURN
NO EXCHANGE

SUMMIT SALES LLP IN WARD No: 9997 Date: 6/10/22 Sign: R.R. DIST.

AVIGHNA DISTRIBUTORS HYD.

Purchase Order

 01-10-2022 15:42:23

92506
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**	92506	170246
	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	111200 - STAT-Stationary - Pencil-- - - - Boxes	10.00	42.00	0.00	18.00	495.60
2	158500 - STAT-Stationary - Punch 16 mm-- - - - Nos	10.00	140.00	0.00	18.00	1,652.00
3	895100 - STAT-Stationary - Stapler Big-45-- - - - Nos	10.00	230.00	0.00	18.00	2,714.00
4	788300 - STAT-Stationary - Stapler Pins-10-- - - - Boxes	100.00	7.00	0.00	18.00	826.00
5	908700 - STAT-Stationary - Stapler-SMALL-- - - - Nos	40.00	41.00	0.00	18.00	1,935.20
6	832300 - STAT-Stationary - Fevistick-- - - - Nos	30.00	18.00	0.00	18.00	637.20
				Total Order Value . . .		**8,260.00**

Rupees : Eight Thousand Two Hundred Sixty Only.

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
Payment Terms	After Delivery & Production of bill
Tax	Nil
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming quality anf specifications.Above order for stock repleneshing 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 delivery/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.	170246			
Material required before date:		ID No.	80169			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT1112-Stationary-Pencil----Boxes	10	5	10		
2	STAT1585-Stationary-Punch 16 mm----Nos	10	1	10		
3	STAT8951-Stationary-Stapler Big-45----Nos 92506	10	4	10		
4	STAT7883-Stationary-Stapler Pins-10----Boxes	100	100	100		
5	STAT9087-Stationary-Stapler-SMALL----Nos	40	21	48		
6	STAT8323-Stationary-Fevistick----Nos	30	30	30		
7						
8						
9						
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