			☐ Yes ☐ No
Amount A – Bills total (Excluding Transport & Hamali Charges):			☐ Yes ☐ No
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			9267.72
MRN nos.:	112472	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:			—
Amount E – PO / WO value:			9267.72
Amount F – Difference (A – E):			9267.72
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:		[signature]			
Date		APPROVED 10 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.

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	10/10/22	Prepared by	Prabhakar	Serial no.	9185
Supplier name	Avigna Distributors			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	1/10/22	PO/WO No.	92508	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	127	1/10/22	9267.72	□ Yes □ No
2.				□ Yes □ No
3.				

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 : 127
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 01-10-2022
GSTIN :	36ACQFS2044C1Z7	Po No:- 92508
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	Binder Clips 25 MM	8305	48 Nos	38			1824	
2	Permanent Marker Black	9608	100 Nos	15			1500	
3	Permanent Marker Red	9608	100 Nos	15			1500	
4	CD Marker	9608	90 Nos	15			1350	
5	File Floder L	3926	100 Nos	5.6			560	
6	CelloFine Grip Blue	9601	200 Nos	5.6			1120	
Rupees in words --------------------		**Total Amount before Tax**					7854	
Nine Thousand Two Hundered		**Add : CGST**					706.86	
Sixty Seven & Seventy Two Paisa /-		**Add : SGST**					706.86	
		GRAND TOTAL					9267.72	**9,267.72**

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: 8806 Dt: 4/6/22
MRN No: 12477 Dt: 6/10/22
Received By: Sign:
SUMMIT SALES LLP

NO RETURN
NO EXCHANGE

SUMMIT SALES LLP R.R. DIST. IN WARD No: 99978 Date: 6/10/22 Sign:

AVIGHNA DISTRIBUTORS HYD.

Purchase Order

 01-10-2022 15:11:14

92508
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**	92508	170245
	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	313400 - STAT-Stationary - Binder Clips-- - 25mm - Nos	48.00	38.00	0.00	18.00	2,152.32
2	276700 - STAT-Stationary - Permanent Marker -- - Black - Nos	100.00	15.00	0.00	18.00	1,770.00
3	587600 - STAT-Stationary - Permanent Marker -- - Red - Nos	100.00	15.00	0.00	18.00	1,770.00
4	369200 - STAT-Stationary - CD Marker-- - - - Nos	90.00	15.00	0.00	18.00	1,593.00
5	979900 - STAT-Stationary - File folder-L-- - - - Nos	100.00	5.60	0.00	18.00	660.80
6	730400 - STAT-Stationary - Pen-Blue color-Cello Fine grip - - - Nos	200.00	5.60	0.00	18.00	1,321.60
					Total Order Value . . .	**9,267.72**

Rupees : Nine Thousand Two Hundred Sixty Seven and Paise Seventy Two 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

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

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.	170245			
Material required before date:		ID No.	80168			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	GENE4510-General Items-GI Buckets----Nos 92431	24	36	24		
2	GENE2055-General Items-Safety belt 1/2 body----Nos	50	35	50		
3	GENE2337-General Items-Helmets Labour Female----Nos 92436	100	200	100		
4	HARD6418-Hardware-Hacksaw blade Double----Boxes	200	119	200		
5	STAT3134-Stationary-Binder Clips ---25MM-Nos	48	23	48		
6	STAT2767-Stationary-Permanent Marker ---Black-Nos 50, Blue-50 92508	100	4	100		
7	STAT5876-Stationary-Permanent Marker ---Red-Nos 50, Green 50	100	4	100		
8	STAT3692-Stationary-CD Marker----Nos Blue, Black Green	90	34	90		
9	STAT9799-Stationary-File folder-L----Nos	100	45	100		
10	STAT7304-Stationary-Pen-Blue color-Cello Fine grip--Nos	200	450	200		
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