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PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	10/10/22	Prepared by	Prabhakar	Serial no.	9186
Supplier name	Avigna Distributors.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	29/9/22	PO/WO No.	92434	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	124	29/9/22	20,441.76	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	20,441.76.
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	112469	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:	20,441.76
Amount E – PO / WO value:	20,441.76
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	17/10/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		APPROVED			
Date		10 OCT 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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 : 124
Address: 5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 29-09-2022
GSTIN : 36ACQFS2044C1Z7	Po No:- 92434
State: Telangana state code: 36	Payments Terms :- 25 Days
	Delivery Adress :- Cherlapally

					Taxable Amount			
S. No.	Description of Goods	HSN Code	Qty	Rate	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	Air Freshner	9616	24 Nos	80			1920	
5	Volvo Wiper	9603	10 Nos	80			800	
6	PVC Bucket With Mug	4006	20 Nos	225			4500	
7	Yellow Cleaning Cloth	3405	120 Nos	15	1800			

Rupees in words --------------------	**Total Amount before Tax**	1800		12332	4000
Twenty Thousand Four Hundered	**Add : CGST**	45		1109.88	
Forty One & Seventy Six Paisa Only /-	**Add : SGST**	45		1109.88	
	GRAND TOTAL	1890		14551.76	**20,441.76**

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: 8803 Dt: 4/10/22
MRN No: 112469 Dt: 6/10/22
Received By: Sign:
SUMMIT SALES LLP

NO RETURN
NO EXCHANGE

SUMMIT SALES LLP
IN WARD
No: 99976
Date: 6/10/22
Sign:
R.R. DIST.

AVIGHNA DISTRIBUTORS HYD.

Purchase Order

 29-09-2022 15:11:53

92434
16.09.22 3:01:08

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**	92434	170242
B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad, Mechal-Malkajgiri-500094	**Doc Date**	29-09-2022	
	Quote No	Nil	
GSTIN 36FSTPS6819H1ZS	**Quote Date**	29-09-2022	
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 *Room Freshners*	24.00	80.00	0.00	18.00	2,265.60
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 *Hand wash*	48.00	84.00	0.00	18.00	4,757.76
5	668900 - CONS-Consumables - Wiper-- - - - Nos	10.00	80.00	0.00	18.00	944.00
6	975200 - CONS-Consumables - PVC Bucket-- - - - Nos	20.00	225.00	0.00	18.00	5,310.00
7	661500 - CONS-Consumables - Cleaning Cloth-- - - - Nos	120.00	15.00	0.00	5.00	1,890.00
				Total Order Value . . .		**20,441.76**

Rupees : Twenty Thousand Four Hundred Fourty One and Paise Seventy Six 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
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

For ***Summit Sales LLP***

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ____________

Date : __/__/____

Purchase Order

 29-09-2022 15:11:53 Original / Office Copy / Purchase Div.Copy

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.	170242			
Material required before date:		ID No.	80165			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS4717-Consumables-Acid---1Ltr-Nos	60	24	60		
2	CONS7227-Consumables-Air Freshner----Nos Room freshner	24	24	24		
3	CONS6596-Consumables-Bombay Brooms Big ----Nos	50	38	50		
4	CONS9057-Consumables-Coconut Brooms----Nos 92434	100	85	100		
5	CONS6639-Consumables-Handwash liquid----Nos	48	2	48		
6	CONS6689-Consumables-Wiper----Nos	10	19	10		
7	GENE3689-General Items-Sponges---12pack-Nos 92422	500	244	500		
8	CONS6564-Consumables-Bombay Brooms Small----Nos	300	300	300		
9	CONS9752-Consumables-PVC Bucket----Nos	20	1	20		
10	CONS6615-Consumables-Cleaning Cloth----Nos	120		120		
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