PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30/10/22	Prepared by	Minish	Serial no.	9980
Supplier name	Avighna Distributors			HO inward no.	
Firm/Company	SSLLP	Project	HO	HO received date	
PO/WO date	9/10/22	PO/WO No.	92712	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	128	09/10/22	21,672/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	21,672/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.:	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:	21,672/-
Amount E – PO / WO value:	21,672/-
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	7/11/22
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:		31 OCT 2022			
Date					
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 : 128
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 09-10-2022
GSTIN :	36ACQFS2044C1Z7	P0 No:- 92712
State:	Telangana state code: 36	Payments Terms :- 25 Days
		Delivery Adress :- Ranigunj

S. No.	Description of Goods	HSN Code	Qty	Rate	Taxable Amount 5%	12%	18%	Amount
1	JK Cedar 100 GSM	4802	435	10 Reams		4350		
2	JK Red 75 GSM	4802	270	50 Reams		13500		
3	A5 B2B	4802	150	10 Reams		1500		

INWARD
Inward No: 574 Dt: 10/10/22
MRN No: Dt:
Received By: Sign:
Sonarojith
MODI PROPERTIES

9246364748

Rupees in words ---------------------	**Total Amount before Tax**	19350	
Twenty One Thousand Six Hundered	**Add : CGST**	1161	
And Seventy Two Rupees Only /-	**Add : SGST**	1161	
	GRAND TOTAL	21672	**21672**

SUMMIT SALES LLP R.R. DIST. INWARD No: 100280 Date: 13/10/22 Sign:

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.

NO RETURN
NO EXCHANGE

Certified that the particulares given above are true and correct

For AVIGHNA DISTRIBUTORS

B. Chandra Mohan

Authorised Signature

AVIGHNA DISTRIBUTORS HYD.

Purchase Order

 09-10-2022 1:10:13 PM

92712
03.10.22 5:38:38

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**	92712	204536
B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad, Mechal-Malkajgiri-500094	**Doc Date**	09-10-2022	
	Quote No	NIL	
GSTIN 36FSTPS6819H1ZS	**Quote Date**	07-10-2022	
7075153859 7075153859	**SupplyType**	Supply And Installation	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	466300 - STAT-Stationary - Paper A4-- - - - Bundles	50.00	270.00	0.00	12.00	15,120.00
2	466300 - STAT-Stationary - Paper A4-- - - - Bundles *A5*	10.00	150.00	0.00	12.00	1,680.00
3	466300 - STAT-Stationary - Paper A4-- - - - Bundles *100GSM*	10.00	435.00	0.00	12.00	4,872.00
				Total Order Value . . .		**21,672.00**

Rupees : Twenty One Thousand Six Hundred 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 Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551

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 ho 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.'

emailed
07
10/10

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ____________________

Date : __/__/___

Requisition Form							
Company Name:	Summit Sales LLP Common Expenses	Date:	07.10.2022				
Site & Phase :	Head Office	Time:	05:50				
Supplier:		Req. No.	204536				
Material required before		ID No.	803774				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	STAT4663-Stationary-Paper A4----Bundles	50	270				
2	STAT4663-Stationary-Paper A5----Bundles	10	150				
3	STAT4663-Stationary-Paper A4----Bundles	100 GSM (10 No)	435				
4	92712						
5							
6							
7							
8							
9							
10							
Remarks:							
	Engineer	Project Manager		Purchase		MD	
Prepared By:	Jai Kumar. G	Jai Kumar					
Approved By:	Jai Kumar. G						
Sign & Date:	07.10.2022						

APPROVED
08 OCT 2022