PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 04/11/22 | Prepared by | Asha Jyothi | Serial no. | 10242 |
| Supplier name | Avighna Distributors | | | HO inward no. | |
| Firm/Company | SSLLP | Project | SHLLP | HO received date | |
| PO/WO date | 02/11/22 | PO/WO No. | 93509 | Scan ID.. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 136 | 02/11/22 | 20,735/- | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |
| 4. | | | | ☐ Yes ☐ No |

| | | | |
|---|---|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | | | 20,735/- |
| Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report | | | |
| MRN nos.: | 113513 | 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: | | | 20,735/- |
| Amount E – *PO / WO value:* | | | 20,735/- |
| 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 | 14/11/22 | | |
| Remarks: | Final bill | | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | | | | | |
| Sign: | | | | | |
| Date | | | | | |
| Approval limit | Upto 20k | Above 20k | Above 100k | Upto 20k | Above 20k |

APPROVED
07 NOV 2022
MINISH PARIKH
MANAGER PROCUREMENT

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 : 136 |
| Address: | 5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003 | Date : 02-11-2022 |
| GSTIN : | 36ACQFS2044C1Z7 | Po No:- 93509 |
| 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 | Mopping Stick | 9603 | 30 Nos | 120 | | | 3600 | |
| 2 | Vim Bar Big | 3405 | 24 Nos | 25 | | | 600 | |
| 3 | Colin (500ML) | 3923 | 24 Nos | 78 | | | 1872 | |
| 4 | Sky Brooms | 6196 | 10 Nos | 100 | | | 1000 | |
| 5 | PVC Door Mat (4x2 Size) | 5703 | 8 Nos | 1050 | | | 8400 | |
| 6 | Bath Room Brush | 9603 | 10 Nos | 60 | | | 600 | |
| 7 | HD Door Mat | 4941 | 30 Nos | 50 | | | 1500 | |

| | | | | | |
|---|---|---|---|---|---|
| Rupees in words --------------------- | Total Amount before Tax | | | 17572 | |
| **Twenty Thousand Seven Hundered** | **Add : CGST** | | | 1581.48 | |
| **Thirty Four & Ninty Six Paisa Only /-** | **Add : SGST** | | | 1581.48 | |
| | **GRAND TOTAL** | | | 20734.96 | |

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.

Certified that the particulares given above are true and correct

**For AVIGHNA DISTRIBUTORS**

B. Chandra Mohan

**Authorised Signature**

INWARD
Inward No. 18942 Dt: 5/11/22
MRN No: 11353 Dt: 7/11/22
Received By: Sign:
SUMMIT SALES LLP

NO RETURN
NO EXCHANGE

SUMMIT SALES LLP IN WARD No: 161088 Date: 7/11/22 Sign: R.R. DIST.

AVIGHNA DISTRIBUTORS HYD.

# Purchase Order

 02-11-2022 10:52:15

93509
01.11.22 2:46:14

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** | 93509 | 170329 |
| B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad, Mechal-Malkajgiri-500094 | **Doc Date** | 02-11-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36FSTPS6819H1ZS | **Quote Date** | 29-10-2022 | |
| 7075153859 7075153859 | **SupplyType** | Supply | |

**Kind Attn : Sai Mohan**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 818700 - CONS-Consumables - Mopping Sitck-- - - - Nos | 30.00 | 120.00 | 0.00 | 18.00 | 4,248.00 |
| 2 | 767300 - CONS-Consumables - Detergent --Vim - - - Nos | 24.00 | 25.00 | 0.00 | 18.00 | 708.00 |
| 3 | 670300 - CONS-Consumables - Colin 500 ml-- - - - Nos | 24.00 | 78.00 | 0.00 | 18.00 | 2,208.96 |
| 4 | 619600 - CONS-Consumables - Cobweb broom stick-- - - - Nos | 10.00 | 100.00 | 0.00 | 18.00 | 1,180.00 |
| 5 | 349900 - CONS-Consumables - PVC Door Mat-- - 1200X600mm - Nos | 8.00 | 1,050.00 | 0.00 | 18.00 | 9,912.00 |
| 6 | 462900 - CONS-Consumables - Cleaning Brush-- - - - Nos | 10.00 | 60.00 | 0.00 | 18.00 | 708.00 |
| 7 | 494100 - CONS-Consumables - Door Mats -- - - - Nos | 30.00 | 50.00 | 0.00 | 18.00 | 1,770.00 |
| | | | | | **Total Order Value . . .** | **20,734.96** |

Rupees : Twenty Thousand Seven Hundred Thirty Four and Paise Ninty 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>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

02/11/22

Name : ______________________

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ______________________

Date : __/__/____

# Purchase Order



02-11-2022 10:52:15

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

Name : 02/11/22

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ________________

Date : __/__/___

| | | | | | | |
|---|---|---|---|---|---|---|
| Requisition Form | | | | | | |
| Company Name: | SSLLP | Date: | 29.10.2022 | | | |
| Site & Phase : | SHLLP | Time: | | | | |
| Unit No./Block No. | | | | | | |
| Supplier: | | Req. No. | 170329 | | | |
| Material required before date: | | ID No. | 81078 | | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No | Inward Date |
| 1 | CONS8187-Consumables-Mopping Sitck----Nos | 30 | 7 | 30 | | |
| 2 | CONS7673-Consumables-Detergent --Vim --Nos | 24 | 6 | 24 | | |
| 3 | CONS6703-Consumables-Colin 500 ml----Nos | 24 | 8 | 24 | | |
| 4 | CONS6196-Consumables-Cobweb broom stick----Nos | 10 | 5 | 10 | | |
| 5 | CONS3499-Consumables-PVC Door Mat---1200X600MM-Nos | 8 | 5 | 8 | | |
| 6 | CONS4629-Consumables-Cleaning Brush----Nos | 10 | 4 | 10 | | |
| 7 | CONS4941-Consumables-Door Mats ----Nos | 30 | | 30 | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| Remarks: | For Stock Repleneshing Purpose. | | | | | |
| | | | | | | |
| | Engineer | Project Manager | | Purchase | | MD |
| Prepared By: | Vanajakshi | | | | | |
| Approved By: | Prabhakar | | | | | |
| Sign & Date: | | | | | | |

PO - 93509
Avarigha

165.26

APPROVED BY
31 OCT 2022
SOHAM MODI
MANAGING DIRECTOR