Amount A – Bills total (Excluding Transport & Hamali Charges):	24,638/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	113512	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:	24,638/-
Amount E – *PO / WO value:*	24,638/-
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:		APPROVED			
Sign:		07 NOV 2022			
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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.

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	07/11/22	Prepared by	AshaJyothi	Serial no.	10243
Supplier name	Avighna Distributors			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	02/11/22	PO/WO No.	93511	Scan ID..	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	137	02/11/22	24,638/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			24,638/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	113512	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:			24,638/-
Amount E – *PO / WO value:*			24,638/-
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		

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

Address: 5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003

GSTIN : 36ACQFS2044C1Z7

State: Telangana   state code: 36

Invoice No : 137

Date : 02-11-2022

Po No:- 93511

Payments Terms :- 25 Days

Delivery Adress :- Cherlapally

S. No.	Description of Goods	HSN Code	Qty	Rate	Taxable Amount 5%	Taxable Amount 12%	Taxable Amount 18%	Amount
1	Acid (1 Ltr)	3402	60 Nos	15			900	
2	Air Freshner	9616	24 Nos	80			1920	
3	Soft Brooms	9603	50 Nos	80				4000
4	Hard Brooms	9603	200 Nos	15				3000
5	Wiper	9603	10 Nos	80			800	
6	Sponge	3689	500 Nos	9			4500	
7	Bombay Brooms Small	9603	200 Nos	9				1800
8	Check Cloth	3405	120 Nos	15	1800			
9	Harpic (500 ML)	9603	24 Nos	83			1992	
10	Mopping Cloth White	3405	120 Nos	16	1920			
	Total Amount before Tax				3720		10112	8800
	Add : CGST				93		910.08	
	Add : SGST				93		910.08	
	GRAND TOTAL				3906		11932.16	**24,638.16**

Rupees in words --------------------

Twenty Four Thousand Six Hundered Thirty Eight & Sixteen Paisa Only /-

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. 18941
MRN No: 13512 Dt: 5/11/22
Received By: Dt: 7/11/22
Sign:
SUMMIT SALES LLP

NO RETURN
NO EXCHANGE

SUMMIT SALES LLP
IN WARD
No: 10/087
Date: 7/11/22
Sign:
R.R. DIST.

AVIGHNA DISTRIBUTORS HYD.

Purchase Order

 02-11-2022 10:52:15

93511
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 B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad, Mechal-Malkajgiri-500094 **GSTIN** 36FSTPS6819H1ZS 7075153859 7075153859	**Doc No**	93511	170328
	Doc Date	02-11-2022	
	Quote No	Nil	
	Quote Date	29-10-2022	
	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	15.00	0.00	18.00	1,062.00
2	722700 - CONS-Consumables - Air Freshner-- - - - Nos *room freshner*	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	905700 - CONS-Consumables - Coconut Brooms-- - - - Nos	200.00	15.00	0.00	0.00	3,000.00
5	668900 - CONS-Consumables - Wiper-- - - - Nos	10.00	80.00	0.00	18.00	944.00
6	368900 - GENE-General Items - Sponges-- - 12pack - Nos	500.00	9.00	0.00	18.00	5,310.00
7	656400 - CONS-Consumables - Bombay Brooms Small-- - - - Nos	200.00	9.00	0.00	0.00	1,800.00
8	661500 - CONS-Consumables - Cleaning Cloth-- - - - Nos *checks cloth*	120.00	15.00	0.00	5.00	1,890.00
9	639400 - CONS-Consumables - Toilet cleaner--Harpic - 500ml - Nos	24.00	83.00	0.00	18.00	2,350.56
10	649300 - CONS-Consumables - Mopping cloth-- - - - Nos	120.00	16.00	0.00	5.00	2,016.00
					Total Order Value . . .	**24,638.16**

Rupees : Twenty Four Thousand Six Hundred Thirty Eight and Paise Sixteen 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.

For ***Summit Sales LLP***

Authorised Signatory

Name : 02/11/22

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

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
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

02/11/22

Name : ______________________

Name : ______________________

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	29.10.2022			
Site & Phase :	SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170328			
Material required before date:		ID No.	81077			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS4717-Consumables-Acid---1Ltr-Nos	60	21	60		
2	CONS7227-Consumables-Air Freshner----Nos	24	0	24		
3	CONS6596-Consumables-Bombay Brooms Big ----Nos	50	36	50		
4	CONS9057-Consumables-Coconut Brooms----Nos	200	124	200		
5	CONS6689-Consumables-Wiper----Nos	10	25	10		
6	GENE3689-General Items-Sponges---12pack-Nos	500	0	500		
7	CONS6564-Consumables-Bombay Brooms Small----Nos	200	400	200		
8	CONS6615-Consumables-Cleaning Cloth----Nos Checks cloth	120	10	120		
9	CONS6394-Consumables-Toilet cleaner--Harpic-500ml-Nos	24	2	24		
10	CONS6493-Consumables-Mopping cloth----Nos	120	21	120		
Remarks:	For Stock Repleneshing Purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Vanajakshi					
Approved By:	Prabhakar					
Sign & Date:						

PO: 93511

Krishna

APPROVED BY
31 OCT 2022
SOHAM MODI
MANAGING DIRECTOR