PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	14-11-22	Prepared by	S. JaySudha	Serial no.	10437
Supplier name	Avighna Distributors			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	9-11-22	PO/WO No.	93796	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	143	9-11-22	4,248/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4,248/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	113749	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:	4,248/-
Amount E – PO / WO value:	4,248/-
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	21-11-22
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	S. JaySudha	APPROVED			
Sign:	Sudha	14 NOV 2022			
Date	14-11-22	MINISH PARIKH MANAGER PROCUREMENT			
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 : 143
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 09-11-2022
GSTIN :	36ACQFS2044C1Z7	P0 No:- 93796
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	Chetan Pet Water Babul (20 Ltrs)	3713	20 Nos	180			3600	

INWARD
Inward No. 18976 Dt: 12/11/22
MRN No: 13749 Dt: 13/11/22
Received By: Sign:
SUMMIT SALES LLP

Rupees in words --------------------	Total Amount before Tax			3600	
Four Thousand Two Hundered Fourty	Add : CGST			324	
Eight Rupees Only /-	Add : SGST			324	
	GRAND TOTAL			4248	**4248**

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

SUMMIT SALES LLP R.R. DIST. INWARD No: 101337 Date: 13/11/22 Sign:

NO RETURN
NO EXCHANGE

AVIGHNA DISTRIBUTORS HYD.

Purchase Order

 09-11-2022 17:12:56

93796
01.11.22 2:56:54

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**	93796	170370
B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad, Mechal-Malkajgiri-500094	**Doc Date**	09-11-2022	
	Quote No	Nil	
GSTIN 36FSTPS6819H1ZS	**Quote Date**	07-11-2022	
7075153859 7075153859	**SupplyType**	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	371300 - CONS-Consumables - Water Bottles-- - 1 Ltr - Nos *babul cans-20 liters*	20.00	180.00	0.00	18.00	4,248.00
					Total Order Value . . .	**4,248.00**

Rupees : Four Thousand Two Hundred Fourty Eight 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 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 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 : 10/11/22

Name : ____________________

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	07.11.2022			
Site & Phase :	SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170370			
Material required before date:		ID No.	81345			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS3713-Consumables-Water Bottles---1 Ltr-Nos Babul can 20Lts. 180+18% GST	20	46	20		
2	Po: 937796.					
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	For stock Replenishing purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Ashajyothi					
Approved By:	Minish					
Sign & Date:						

APPROVED BY
09 NOV 2022
SOHAM MODI
MANAGING DIRECTOR