PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	30/11/22	Prepared by	Minish	Serial no.	10969
Supplier name	Avighna Distributors			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	23/11/22	PO/WO No.	94291	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	~~30,00~~ 144	23/11/22	30,000/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.			30,000/-	□ Yes □ No

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

MRN nos.:	114429	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:	30,000/-
Amount E – PO / WO value:	30,000/-
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	05/12/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		30 NOV 2022			
Date		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 : 144
Address: 5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 23-11-2022
GSTIN : 36ACQFS2044C1Z7	P0 No:- 94291
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	Permanent Marker Black	9608	60 Nos	15			900	
2	Sheet Protector A4	3926	500 Nos	7			3500	
3	Ring Binder Files A4	4820	10 Nos	90			900	
4	Calculator	8470	10 Nos	155			1550	
5	CD Marker	9608	60 Nos	15			900	
6	Cello Tape 2" inch	3919	12 Nos	30			360	
7	JK Red A4 75 GSM	4823	50 Rims	270		13500		
8	Mouse With Wire	8471	10 Nos	450			4500	

SUMMIT SALES LLP
IN WARD
No: 102023
Date: 29/11/24
Sign:
R.R. DIST.

INWARD
Inward No: 19039 Dt: 26/11/22
MRN No: 114429 Dt: 29/11/22
Received By: Sign
SUMMIT SALES LLP

9246364748

Rupees in words --------------------	**Total Amount before Tax**		13500	12610	
Twenty Nine Thousand Nine Hundered	**Add : CGST**		810	1134.90	
Ninty Nine & Eighty Paisa Only /-	**Add : SGST**		810	1134.90	
	GRAND TOTAL		15120	14879.80	**29999.80**

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

AVIGHNA DISTRIBUTORS HYD.

NO RETURN
NO EXCHANGE

Purchase Order

 23-11-2022 15:37:00 Ori

94291
16.11.22 3:08:33

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**	94291	170462
B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad, Mechal-Malkajgiri-500094	**Doc Date**	23-11-2022	
	Quote No	Nil	
GSTIN 36FSTPS6819H1ZS	**Quote Date**	18-11-2022	
7075153859 7075153859	**SupplyType**	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	276700 - STAT-Stationary - Permanent Marker -- - Black - Nos	60.00	15.00	0.00	18.00	1,062.00
2	301600 - STAT-Stationary - Project Folder-- - A3&A4 - Nos	500.00	7.00	0.00	18.00	4,130.00
3	875300 - STAT-Stationary - Ring Binder Files-- - A3&A5 - Nos *A4*	10.00	90.00	0.00	18.00	1,062.00
4	874600 - STAT-Stationary - Calculator-- - - - Nos	10.00	155.00	0.00	18.00	1,829.00
5	369200 - STAT-Stationary - CD Marker-- - - - Nos	60.00	15.00	0.00	18.00	1,062.00
6	383100 - STAT-Stationary - Cello Tapes- one side-- - - - Nos	12.00	30.00	0.00	18.00	424.80
7	466300 - STAT-Stationary - Paper A4-- - - - Bundles	50.00	270.00	0.00	12.00	15,120.00
8	348500 - COMP-Peripherals - Mouse-- - - - Nos	10.00	450.00	0.00	18.00	5,310.00
				Total Order Value . . .		**29,999.80**

Rupees : Twenty Nine Thousand Nine Hundred Ninty Nine and Paise Eighty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Nil
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Nil
Warranty	Nil

For ***Summit Sales LLP***

Authorised Signatory

Name : 24/11/22

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ____________

Date : __/__/____

Purchase Order

 23-11-2022 15:37:00 Original / Office Copy / Purchase Div.Copy

Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming quality anf 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 delivery/DC can be sent by email.'

For ***Summit Sales LLP***

Authorised Signatory

24/11/22

Name : ______

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ______

Date : __/__/____

Requisition Form							
Company Name:	SSLLP						
Site & Phase :	~~SSLLP-SOV~~ SHLLP	Date:	18.11.2022				
Unit No./Block No.		Time:					
Supplier:							
Material required before date:		Req. No.	170462				
S No	Item	ID No.	81799				
		Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	STAT2767-Stationary-Permanent Marker ---Black-Nos	60	94	60			
2	STAT3016-Stationary-Project Folder---A3&A4-Nos A	500	34	500			
3	STAT8753-Stationary-Ring Binder Files---A3&A5-Nos	10	4	10			
4	STAT8746-Stationary-Calculator----Nos	10	8	5			
5	STAT3692-Stationary-CD Marker----Nos	60	44	60			
6	STAT3831-Stationary-Cello Tapes- one side----Nos	12	6	12			
7	STAT4663-Stationary-Paper A4----Bundles	50	5	50			
8	COMP3485-Peripherals-Mouse----Nos	10	0	10			
9							
10							
Remarks:	For Stock Replenishing purpose						
	Engineer						
Prepared By:	Vanajakshi	Project Manager		Purchase	✓	MD	
Approved By:	Minish						
Sign & Date:							

PO - 94291

APPROVED BY
21 NOV [illegible]
SOHAM MODI
MANAGING DIRECTOR