

PURCHASE DIVISION
Advice for approval for credit to supplier

(16)

Date: 08/02/23		Prepared by: Asha Jayothi		Serial no. 14343	
Supplier name: Avighna distributors				HO inward no.	
Firm/Company: SHLP		Project: SHLP		HO received date	
PO/WO date: 03/03/23		PO/WO No. 96786		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	171	03/02/2023	8,048 /-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			8,048 /-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 117122	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:			8,048 /-
Amount E – PO / WO value:			8,048 /-
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		13/02/23	
Remarks: Final bill			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Asha Jayothi				
Sign:	<i>Asha</i>				
Date	08/02/23				
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 weightment 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 Order

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28.01.23 12:54:54

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

B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad,
Mechal-Malkajgiri-500094

GSTIN 36FSTPS6819H1ZS

7075153859

7075153859

Doc No	96786	170782
Doc Date	03-03-2023	
Quote No	Nil	
Quote Date	31-01-2023	
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 blue	30.00	15.00	0.00	18.00	531.00
2 587600 - STAT-Stationary - Permanent Marker -- - Red - Nos green	30.00	15.00	0.00	18.00	531.00
3 301600 - STAT-Stationary - Project Folder-- - A3&A4 - Nos	300.00	5.20	0.00	18.00	1,840.80
4 832300 - STAT-Stationary - Fevistick-- - - - Nos	30.00	18.00	0.00	18.00	637.20
5 908700 - STAT-Stationary - Stapler-SMALL-- - - - Nos	20.00	41.00	0.00	18.00	967.60
6 349900 - CONS-Consumables - PVC Door Mat-- - 1200X600mm - Nos	4.00	750.00	0.00	18.00	3,540.00
Total Order Value . . .					8,047.60

Rupees : Eight Thousand Fourty Seven and Paise Sixty 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
Penalty For Delay	Nil
Transportation	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming quality and specifications. Above order for stock replenishing purpose.
Completion Date	Nil

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Avighna Distributors**

Name :

Name :

Date : / /

Purchase Order

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Original / Office Copy / Purchase Div.Copy

Measurement

Nil

Security

Nil

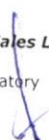
Remarks

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

Name :


04/02/2023

Accepted the above Terms And Conditions

For **Avighna Distributors**

Name :

Date : __/__/__

Requisition Form

Company Name: SSLP

Site & Phase : SHLLP

Unit No./Block No.

Supplier:

Material required before date:

S No Item

67

1 96787 GENE6616-General Items-Recron---Nos

2 96791 GENE1944-General Items- Teflon tapes---Nos

3 STAT5222-Stationary-Permanent Marker ---Black-Nos

4 STAT5375-Stationary-Permanent Marker ---Red-Nos

5 STAT8951-Stationary-Project Folder---A3&A4-Nos

6 STAT5693-Stationary-Fevistick---Nos

7 STAT8122-Stationary-Stapler SMALL---Nos

8 Pvc door mat

9

10 Remarks: For Stock Replenishing purpose

Engineer

Prepared By: M.Asha jyothi

Approved By: Minish

Sign & Date:

Date: 31.01.2023

Time: 11:00:00

Req. No. 170782

ID No. 83987

Qty required Qty available at site Order Qty Inward No Inward Date

400 ✓ 101 400

400 ✓ 291 400

30 4 30

30 4 30

300 205 300

30 0 30

20 11 20

4

4

Project Manager

Purchase

MD

✓

APPROVED BY
01 FEB 2023
SOHAM MODI
MANAGING DIRECTOR