PURCHASE DIVISION
Advice for approval for credit to supplier (E)

Date:	22/02/23	Prepared by	Minish	Serial no.	14958
Supplier name	Avighna Distributors			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	15/02/23	PO/WO No.	97157	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	174	15/02/23	19,030/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	19,030/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 117599	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:	19,030/-
Amount E – PO / WO value:	19,030/-
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	24/02/23
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Achajyothi	APPROVED			
Sign:	Achg	22 FEB 2023			
Date	22/02/23	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 : 174
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003		Date : 15-02-2023
GSTIN :	36ACQFS2044C1Z7		Po No:- 97157
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	Harpic (500 ML)	6394	40 Nos	82			3280	
2	Mopping Cloth	6493	120 Nos	14	1680			
3	Mopping Stick	1056	30 Nos	100			3000	
4	Vim Bar (300 grms)	7673	24 Nos	25			600	
5	Lizol (500 ML)	3808	48 Nos	84			4032	
6	Colin (500 ML)	3923	20 Nos	78			1560	
7	Door Mats	4941	20 Nos	48			960	
8	Water Bottles (1 Ltr)	3713	48 Nos	25			1200	

INWARD
Inward No. 1944 Dt: 7/2/23
GRN No: 17599 Dt: 20/2/23
Received By: Sign:
SUMMIT SALES LLP

Rupees in words --------------------	Total Amount before Tax	1680		14632	
Ninteen Thousand Twenty Nine Rupees	**Add : CGST**	42		1316.88	
And Seventy Six Paisa Only /-	**Add : SGST**	42		1316.88	
	GRAND TOTAL	1764		17265.76	**19,029.76**

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

SUMMIT SALES LLP R.R. DIST. IN WARD No. 106095 Date 21/2/23

NO RETURN NO EXCHANGE

AVIGHNA DISTRIBUTORS HYD.

Purchase Order

 15-02-2023 10:25:58

97157
08.02.23 3:15:07

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	**Doc No**	97157	170840
	Doc Date	15-02-2023	
	Quote No	Nil	
GSTIN 36FSTPS6819H1ZS	**Quote Date**	09-02-2023	
7075153859 7075153859	**SupplyType**	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	639400 - CONS-Consumables - Toilet cleaner--Harpic - 500ml - Nos	40.00	82.00	0.00	18.00	3,870.40
2	649300 - CONS-Consumables - Mopping cloth-- - - - Nos	120.00	14.00	0.00	5.00	1,764.00
3	105600 - CONS-Consumables - Mopping stick holder-- - - - Nos	30.00	100.00	0.00	18.00	3,540.00
4	767300 - CONS-Consumables - Detergent --Vim - - - Nos	24.00	25.00	0.00	18.00	708.00
5	283000 - CONS-Consumables - Floor cleaner --Lizol - 1-lts - Nos 500ml	48.00	84.00	0.00	18.00	4,757.76
6	670300 - CONS-Consumables - Colin 500 ml-- - - - Nos	20.00	78.00	0.00	18.00	1,840.80
7	494100 - CONS-Consumables - Door Mats -- - - - Nos cloth	20.00	48.00	0.00	18.00	1,132.80
8	371300 - CONS-Consumables - Water Bottles-- - 1 Ltr - Nos	48.00	25.00	0.00	18.00	1,416.00
					Total Order Value . . .	**19,029.76**

Rupees : Ninteen Thousand Twenty Nine and Paise Seventy 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 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 maintain Purpose
Completion Date	Nil

For ***Summit Sales LLP***

Authorised Signatory

16/02/2023

Name : ______

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ______

Date : __/__/____

Purchase Order

 15-02-2023 10:25:58 Original / Office Copy / Purchase Div.Copy

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 : 16/02/2023

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	09.02.2023	
Site & Phase :	SHLLP	Time:	11:00:00	
Unit No./Block No.				
Supplier:		Req. No.	170840	
Material required before date:		ID No.	84275	

Po:- 97157

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS1509-Consumables-Toilet cleaner--Harpic-500ml-Nos	40	10	40		
2	CONS8187-Consumables-Mopping cloth----Nos	120	30	120		
3	CONS9989-Consumables-Mopping stick holder----Nos	30	0	30		
4	CONS9748-Consumables-Detergent --Vim --Nos	24	12	24		
5	CONS5033-Consumables-Floor cleaner --Lizol-1 lts-Nos	48	0	48		
6	CONS8873-Consumables-Colin 500 ml----Nos	20	16	20		
7	CONS1763-Consumables-Door Mats ----Nos	20	13	20		
8	CONS6689-Consumables-Water Bottles---1 Ltr-Nos	48	12	48		
9						
10						

Remarks: For Stock Replenishing purpose

APPROVED BY
11 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

	Engineer	Project Manager	Purchase	MD
Prepared By:	M.Asha jyothi			
Approved By:	Minish			
Sign & Date:				