PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	22/02/23	Prepared by	Minish	Serial no.	14959
Supplier name	Avighna Distributors			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	14/02/23	PO/WO No.	97153	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	175	14/02/23	21,063/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	21,063/-

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	117600	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:	21,063/-
Amount E – PO / WO value:	21,063/-
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	27/02/23
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ashajyothi	APPROVED			
Sign:	Asha	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 : 175
Address: 5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 14-02-2023
GSTIN : 36ACQFS2044C1Z7	P0 No:- 97153
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	Pen Cello Fine Grip (Red Colour)	9137	100 Nos	5.6			560	
2	Pen Cello Fine Grip (Black Colour)	9137	100 Nos	5.6			560	
3	Pencil Boxes	1112	10 Nos	42			420	
4	Kangaro Stapler Pins No : 10	7883	100 Nos	7			700	
5	Scribilling Pad No : 5	5222	60 Nos	12			720	
6	Fevistick (9 grms)	8323	30 Nos	18			540	
7	CD Marker Blue	3692	30 Nos	15			450	
8	CD Marker Red	3692	30 Nos	15			450	
9	Logitech Mouse	3485	5 Nos	450			2250	
10	Epson Pigment Ink Black	3902	20 Nos	560			11200	

SUMMIT SALES LLP R.R. DIST. IN WARD No. 106093 Date 21/2/23

INWARD
Inward No. 19942 Dt: 17/2/23
GRN No: 117600 Dt: 20/2/23
Received By: Sign:
SUMMIT SALES LLP

Rupees in words --------------------	Total Amount before Tax			17850	
Twenty One Thousand And Sixty	**Add : CGST**			1606.5	
Three Rupees Only /-	**Add : SGST**			1606.5	
	GRAND TOTAL			21063	**21063**

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

AVIGHNA DISTRIBUTORS HYD.

NO RETURN
NO EXCHANGE

 15-02-2023 11:02:10

Purchase Order

97153
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

GSTIN 36FSTPS6819H1ZS
7075153859 7075153859

Doc No	97153	170844
Doc Date	14-02-2023	
Quote No	Nil	
Quote Date	09-02-2023	
SupplyType	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 913700 - STAT-Stationary - pen-Red color-Cello Fine grip - - - Nos	100.00	5.60	0.00	18.00	660.80
2 273300 - STAT-Stationary - pen-black color-Cello Fine grip - - - Nos	100.00	5.60	0.00	18.00	660.80
3 111200 - STAT-Stationary - Pencil-- - - - Boxes	10.00	42.00	0.00	18.00	495.60
4 788300 - STAT-Stationary - Stapler Pins-10-- - - - Boxes	100.00	7.00	0.00	18.00	826.00
5 522200 - STAT-Stationary - Scribling Pads-- - - - Nos	60.00	12.00	0.00	18.00	849.60
6 832300 - STAT-Stationary - Fevistick-- - - - Nos	30.00	18.00	0.00	18.00	637.20
7 369200 - STAT-Stationary - CD Marker-- - - - Nos *Blue*	30.00	15.00	0.00	18.00	531.00
8 369200 - STAT-Stationary - CD Marker-- - - - Nos *Red*	30.00	15.00	0.00	18.00	531.00
9 348500 - COMP-Peripherals - Mouse-- - - - Nos	5.00	450.00	0.00	18.00	2,655.00
10 390200 - COMP-Peripherals - Ink Cartidge-Black- - - - Nos	20.00	560.00	0.00	18.00	13,216.00

Rupees : Twenty One Thousand Sixty Three Only.

Total Order Value . . . 21,063.00

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
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

For ***Summit Sales LLP***

Authorised Signatory

Name : 16/02/2023

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ____________

Date : __/__/____

Purchase Order

 15-02-2023 11:02:10

Original / Office Copy / Purchase Div.Copy

Warranty	Nil
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

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. 170844

Material required before date: | ID No. 84279

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT4163-Stationary-pen-Red color-Cello Fine grip--Nos	100	30	100		
2	STAT3016-Stationary-pen-black color-Cello Fine grip--Nos	100	30	100		
3	STAT8753-Stationary-Pencil----Boxes	10	0	10		
4	STAT8805-Stationary-Stapler Pins 10----Boxes	100	30	100		
5	STAT4346-Stationary-Scribling Pads----Nos	60	10	60		
6	STAT5693-Stationary-Fevistick----Nos	30	15	30		
7	STAT9799-Stationary-CD Marker----Nos	30	0	30		
8	STAT9799-Stationary-CD Marker----Nos	30	0	30		
9	COMP8274-Peripherals-Mouse----Nos	5	0	5		
10	COMP8921-Peripherals-Ink Cartidge-Black---Nos	20	0	20		

Po:- 97153

Remarks: For Stock Replenishing purpose

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

APPROVED BY
11 FEB 2023
SOHAM MODI
MANAGING DIRECTOR