PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	22/02/23	Prepared by	Ashajyothi	Serial no.	14963
Supplier name	Avighna Distributors			HO inward no.	
Firm/Company	SCLLP	Project	SHLLP	HO received date	
PO/WO date	14/02/23	PO/WO No.	97155	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	177	14/02/23	24,342/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	24,342/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	117602	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:	24,342/-
Amount E – PO / WO value:	24,342/-
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:	[signature]	22 FEB 2023			
Date	22/02/23	MINISH PARIKH			
Approval limit	Upto 20k	Above 20k MANAGER PROCUREMENT	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 : 177
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 14-02-2023
GSTIN :	36ACQFS2044C1Z7	Po No:- 97155
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	Acid (1 Ltr)	4717	72 Nos	15			1080	
2	Soft Brooms	6596	50 Nos	80				4000
3	Hard Brooms	9057	200 Nos	14				2800
4	Dettol Hand Wash Liquid	6639	12 Nos	77			924	
5	Wiper	6689	10 Nos	78			780	
6	PVC Dust Pan	9319	24 Nos	20			480	
7	Key Chain Ring	1624	200 Nos	5			1000	
8	Sponge	3689	500 Nos	9			4500	
9	PVC Bucket With Mug	9752	20 Nos	225			4500	
10	Cleaning Cloth	6615	120 Nos	15	1800			

INWARD
Inward No: 9444 Dt:
GRN No: 117602 Dt: 17/2/23
Received By: Sign:
SUMMIT SALES LLP

Rupees in words ----------------------	Total Amount before Tax	1800		13264	6800
Twenty Four Thousand Three Hundered	**Add : CGST**	45		1193.76	
Fourty One And Paisa Fifty Two Only/-	**Add : SGST**	45		1193.76	
	GRAND TOTAL	1890		15651.52	**24,341.52**

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.
IN WARD No. 10609 Date 21/2/23 Sign

NO RETURN
NO EXCHANGE

AVIGHNA DISTRIBUTORS HYD.

Purchase Order

 15-02-2023 10:25:58 Orig

97155
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	**Doc No**	97155	170839
B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad, Mechal-Malkajgiri-500094	**Doc Date**	14-02-2023	
	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	471700 - CONS-Consumables - Acid-- - 1Ltr - Nos	72.00	15.00	0.00	18.00	1,274.40
2	659600 - CONS-Consumables - Bombay Brooms Big -- - - - Nos	50.00	80.00	0.00	0.00	4,000.00
3	905700 - CONS-Consumables - Coconut Brooms-- - - - Nos	200.00	14.00	0.00	0.00	2,800.00
4	663900 - CONS-Consumables - Handwash liquid-- - - - Nos *dettol*	12.00	77.00	0.00	18.00	1,090.32
5	668900 - CONS-Consumables - Wiper-- - - - Nos	10.00	78.00	0.00	18.00	920.40
6	931900 - CONS-Consumables - Dust Pan-PVC- - - - Nos	24.00	20.00	0.00	18.00	566.40
7	162400 - CONS-Consumables - Keychain+rings-- - - - Nos	200.00	5.00	0.00	18.00	1,180.00
8	368900 - GENE-General Items - Sponges-- - 12pack - Nos	500.00	9.00	0.00	18.00	5,310.00
9	975200 - CONS-Consumables - PVC Bucket-- - - - Nos *with mug*	20.00	225.00	0.00	18.00	5,310.00
10	661500 - CONS-Consumables - Cleaning Cloth-- - - - Nos	120.00	15.00	0.00	5.00	1,890.00
				Total Order Value . . .		**24,341.52**

Rupees : Twenty Four Thousand Three Hundred Fourty One and Paise Fifty Two 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

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 10:25:58 Original / Office Copy / Purchase Div.Copy

Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Stock replenishing 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 : 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. 170839

Material required before date:

ID No. 84274

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS7227-Consumables-Acid---1Ltr-Nos Po:- 97155	72	27	72		
2	CONS6564-Consumables-Bombay Brooms Big ----Nos	50	18	50		
3	CONS9459-Consumables-Coconut Brooms----Nos	100	200	100		
4	CONS4790-Consumables-Dettol---550ml-Nos Antiseptic	12	3	12		
5	CONS7245-Consumables-Dust Pan-PVC---Nos	24	0	24		
6	CONS7283-Consumables-Wiper----Nos	10	21	10		
7	CONS3661-Consumables-Keychain+rings----Nos	200	100	200		
8	GENE1417-General Items-Sponges---12pack-Nos	500	364	500		
9	CONS9692-Consumables-Plastic Bucket-with mug White---Nos	20	0	20		
10	CONS6196-Consumables-Cleaning Cloth----Nos	120	55	120		

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:				

Sl Cantonsla
50x25