PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/02/23	Prepared by	Ashajyothi	Serial no.	14962
Supplier name	Avighna distributors			HO inward no.	
Firm/Company	SSLLP	Project	GHLLP	HO received date	
PO/WO date	14/02/23	PO/WO No.	97152	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	176	14/02/23	22,637/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	22,637/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	117601	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:	22,637/-
Amount E – PO / WO value:	22,637/-
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				
Approval limit	Upto 20k	Above 20k MANISH PARIKH 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 : 176
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 14-02-2023
GSTIN :	36ACQFS2044C1Z7	P0 No:- 97152
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	Plastic Cards	5901	200 Nos	5			1000	
2	Parmanent Marker Black	2767	40 Nos	15			600	
3	Parmanent Marker Red	2767	30 Nos	15			450	
4	Whitners	5329	30 Nos	23			690	
5	Sharpners	5375	3 Nos	50			150	
6	Chalk Piecee Boxes	4023	3 Nos	170			510	
7	Highlihter	3400	30 Nos	18			540	
8	L Floder	9799	100 Nos	7.5			750	
9	JK Copier 75 gsm	4663	50 Rims	270		13500		
10	Cello Fine Grip Blue Colour	7304	300 Nos	5.6			1680	

SUMMIT SALES LLP R.R. DIST. IN WARD No. 106092 Date 21/2/23 Sign

INWARD Inward No: 19993 Dt: 17/2/23 GRN No: 117601 Dt: 20/2/23 Received By: Sign: SUMMIT SALES LLP

Rupees in words --------------------	Total Amount before Tax	13500	6370	
Twenty Two Thousand Six Hundered	Add : CGST	810	573.3	
Thirty Six AndSixty Paisa Only /-	Add : SGST	810	573.3	
	GRAND TOTAL	15120	7516.6	**22636.6**

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

AVIGHNA DISTRIBUTORS HYD.

Authorised Signature

NO RETURN
NO EXCHANGE

Purchase Order

 17-02-2023 11:19:19 Original / Office Copy / Purchase Div.Copy

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**	97152	170843
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	590100 - STAT-Stationary - Plastic Cards-- - - - Nos	200.00	5.00	0.00	18.00	1,180.00
2	276700 - STAT-Stationary - Permanent Marker -- - Black - Nos *blue*	40.00	15.00	0.00	18.00	708.00
3	587600 - STAT-Stationary - Permanent Marker -- - Red - Nos *green*	30.00	15.00	0.00	18.00	531.00
4	532900 - STAT-Stationary - Whitners-- - - - Nos	30.00	23.00	0.00	18.00	814.20
5	537500 - STAT-Stationary - Sharpners-- - - - Nos (Boxes)	3.00	50.00	0.00	18.00	177.00
6	402300 - STAT-Stationary - Chalk Piece-- - - - Boxes	3.00	170.00	0.00	18.00	601.80
7	340000 - STAT-Stationary - Highlighter-- - - - Nos	30.00	18.00	0.00	18.00	637.20
8	979900 - STAT-Stationary - File folder-L-- - - - Nos	100.00	7.50	0.00	18.00	885.00
9	466300 - STAT-Stationary - Paper A4-- - - - Bundles	50.00	270.00	0.00	12.00	15,120.00
10	730400 - STAT-Stationary - Pen-Blue color-Cello Fine grip - - - Nos	300.00	5.60	0.00	18.00	1,982.40
					Total Order Value . . .	**22,636.60**

Rupees : Twenty Two Thousand Six Hundred Thirty Six and Paise Sixty Only.

Terms and Conditions :-

Specification / Brand 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

For *Summit Sales LLP*
Authorised Signatory
17/02/2023
Name :

Accepted the above Terms And Conditions
For *Avighna Distributors*

Name :

Date : __/__/____

Purchase Order

 17-02-2023 11:19:19

Original / Office Copy / Purchase Div.Copy

Phone. 9618244433, Hamendra

Penality For Delay	Nil
Transportation Cost	Nil
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

17/02/2023.

Name :

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name :

Date : __/__/___

Purchase Order

 15-02-2023 10:25:58 Ori

97152
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**	97152	170843
	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	590100 - STAT-Stationary - Plastic Cards-- - - - Nos	200.00	5.00	0.00	18.00	1,180.00
2	276700 - STAT-Stationary - Permanent Marker -- - Black - Nos *blue*	40.00	15.00	0.00	18.00	708.00
3	587600 - STAT-Stationary - Permanent Marker -- - Red - Nos *green*	30.00	15.00	0.00	18.00	531.00
4	532900 - STAT-Stationary - Whitners-- - - - Nos	30.00	23.00	0.00	18.00	814.20
5	537500 - STAT-Stationary - Sharpners-- - - - Nos X	30.00	50.00	0.00	18.00	1,770.00
6	402300 - STAT-Stationary - Chalk Piece-- - - - Boxes	3.00	170.00	0.00	18.00	601.80
7	340000 - STAT-Stationary - Highlighter-- - - - Nos	30.00	18.00	0.00	18.00	637.20
8	979900 - STAT-Stationary - File folder-L-- - - - Nos	100.00	7.50	0.00	18.00	885.00
9	466300 - STAT-Stationary - Paper A4-- - - - Bundles	50.00	270.00	0.00	12.00	15,120.00
10	730400 - STAT-Stationary - Pen-Blue color-Cello Fine grip - - - Nos	300.00	5.60	0.00	18.00	1,982.40
					Total Order Value . . .	**24,229.60**

Rupees : Twenty Four Thousand Two Hundred Twenty Nine 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
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 10:25:58 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.	170843	
Material required before date:		ID No.	84278	

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT7726-Stationary-Plastic Cards----Nos	200	150	200		
2	STAT5222-Stationary-Permanent Marker ---Black-Nos Blue	40	23	40		
3	STAT5375-Stationary-Permanent Marker ---Red-Nos	30	23	30		
4	STAT7751-Stationary-Whitners----Nos	30	1	30		
5	STAT1887-Stationary-Sharpners----Nos	30	12	30		
6	STAT3400-Stationary-Chalk Piece----Boxes	3	0	3		
7	STAT7304-Stationary-Highlighter----Nos	30	45	30		
8	STAT4663-Stationary-File folder L----Nos	100	40	100		
9	STAT5901-Stationary-Paper A4----Bundles	50	22	50		
10	STAT1585-Stationary-Pen-Blue color-Cello Fine grip--Nos	300	30	300		

PO:- 97152

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