

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 07/04/2023		Prepared by: MINISH		Serial no. 16229	
Supplier name: Aviguna Distributors		HO inward no.			
Firm/Company: SLLP		Project: SLLP		HO received date	
PO/WO date: 02/03/2023		PO/WO No. 97747		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	188	02/03/2023	3,835/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 3,835/-

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

MRN nos.: 118410	Proof of delivery matches MRN	☒ Yes ☐ No
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Amount B –Other Credits : Transportation charges

Amount C –Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier: 3,835/-

Amount E – PO / WO value: 3,835/-

Amount F – Difference (A – E): NIL

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: 17/04/2023

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Upto 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.

Purchase Order

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07-03-2023 14:07:46

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

GSTIN 36FSTPS6819H1ZS

7075153859

7075153859

Doc No 97747 170940
Doc Date 02-03-2023
Quote No Nil
Quote Date 02-03-2023
SupplyType Supply

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 874600 - STAT-Stationary - Calculator-- - - Nos casio	10.00	325.00	0.00	18.00	3,835.00
Total Order Value . . .					3,835.00

Rupees : Three Thousand Eight Hundred Thirty Five 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

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 :

Accepted the above Terms And Conditions

For **Avighna Distributors**

Date : / /

Purchase Order

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02-03-2023 15:08:20

From Company : **Summit Sales LLP**

5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.

G S T No. : 36ACQFS2044C1Z7



97747

16.02.23 5:15:19

Supplier Details

Avighna Distributors

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

GSTIN 36FSTPS6819H1ZS

7075153859

7075153859

Doc No	97747	170940
Doc Date	02-03-2023	
Quote No	Nil	
Quote Date	02-03-2023	
SupplyType	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 874600 - STAT-Stationary - Calculator-- - - - Nos casio	10.00	400.00	0.00	18.00	4,720.00
Total Order Value . . .					4,720.00

Rupees : Four Thousand Seven Hundred Twenty 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

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.

Excess rate
17/3/23

For **Summit Sales LLP**

Authorised Signatory

Name :

03/03/2023

Accepted the above Terms And Conditions

For **Avighna Distributors**

Name :

Date : _/_/

Requisition Form

Company Name: SSLLP

Site & Phase : SHLLP

Unit No./Block No.

Supplier:

Material required
before date:

S No Item

STAT2503-Stationary-Calculator----Nos

PO:- 97747

Date: 02.03.2023

Time: 11:00:00

Req. No. 170940

ID No. 84810.

Qty required Qty available at site

10

10

Order Qty Inward No Inward Date

Remarks: For Stock Replenishing purpose

Engineer

Prepared By: M. Asha jyothi

Approved By: Minish

Sign & Date:

Project Manager

APPROVED

02 MAR 2023

MINISH PARIKH
MANAGER PROCUREMENT

MID