ADMIN-AUDIT / PURCHASE DIVISION Advice for Credit to Supplier - Manual

Date:	04.03.24	Prepared	by	V. RAI	(RAV) Serial no.				
Supplier name	e Avigna Di	Flribitors.				HO inward no.			
Firm/Company SSLYP Proj			Project			HO received date			
PO/WO date 01-03.23 PO/		PO/WO N	No.	97672		Scan ID.			
Sl no.	Bill no.	Bill date			Bill amount	Original attached			
1.	181	01.03.23		20,309-64			✓□ Yes □ No		
2.								□ Yes □ No	
3.								□ Yes □ No	
4.								□ Yes □ No	
Amount A – I	Bills total (Excluding Trans	sport & Har	nali Chai	rges):			20,	30 9- 64	
Proof of deliv	ery by way of: DCs/bill	□ Steel rep	oort 🗆 RN	AC pour repo	rt 🗆 So	lid block rep	ort 🗆 Ins	stallation report	
MRN					1	of delivery	□ Yes □ No		
nos.:					matche	es MRN			
Amount B –O	ther Credits : Transportation	on charges					-		
Amount C -O	other Debits :								
Amount D (D	=A+B-C) – Amount to be	credited to	the suppl	ier:			20,	309.64	
Amount E – P	O / WO value:							309-14	
Amount F – D	Difference (A – E):							NIL	
Quantity recei	ived as per PO /WO	~	□ Yes □	Excess recei	ved 🗆 Sl	nort received	□ Part	received	
Close PO / W	0	_	□ Yes □	No – wait fo	r balanc	e material	Other		
Payment - du	e date		05.03.24.						
Remarks:	-find	bill.							
Approved	by Purchase Officer	Purch Mana		M D)	Accoun	tant	Accounts Manager	
Name:		N)					171unugei	
Sign:		04.0	3.24						
Date		(V. R.	AVI)						
Approval limi	t Upto 20k	Above 20	k	Above 100	k	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.

Admin-Audit Division Form for closure of purchase order - Manual

PO no.:	97672	PO date:	01-03-21	123 R	eq. no.:	F190F1	Advice Scan ID	
Barcoded	PO available	O Y/g/N	Invoice	original	OYAN	Copy available	POD available	MYAN
Data requ	ired from site/e	ngineers:	available			Q		R)
	os. related to	11800	19			•		
PO			3					
	iterial received.		Full material			□ Mate	erial not received.	
			e re-ordered by ne					
	PO. Material no		□ Cancel PC). Materia	al will be re	ordered by new	requisition	
□ Keep P	O open. Materia	al required.	□ Keep PO o	ppen. Wo	ork under p	rogress.		en e
	by engineer:	full m	raterial or	ecciv	ed.	THE THE PARTY OF T		
Notes: 1. Pr	ovide details of ma	terial received b	by way of separate atta	chment 2.	Provide scan	ned copy of DCs/pro	of of delivery + PO.	3. Provide copie
Prepared		Hauta	Sign: O(Date:	28 02 /202	7
Data requ	ired from accou	ints:	1 27	*			20 102 1202	
D /	Checked	with E&D fo	or receipt of bills.					
Bills no	ot received again	nst this PO.	□ Part bill rec	eived aga	inst this Po	D. n All bil	ls received agains	t this PO
	e paid against t		Amount paid:			Date of p		a uno i O.
	part bill receive					Duice of p	ayment.	
Sl. No.	Bill no.	· · · · · · · · · · · · · · · · · · ·	Bill date		Dill	mount	Ca aivanta	
	Din no.		Dill date		Din	moun	Cr. given to	supplier
1.						eterantes hanti (formanisti) kalitaranda eteratus ete kalitaranda ete kalitara		
2.								
3.								
4.								
Remarks I	by Accountants	Bins	not secui	red	agau	ut this	P:0	
Prepared l	by: Uma-1		Sign:	Suf 2		Date:	28/02/24	
Notes: 1. PC	s/WOs issued for to	urnkey works - 1	may have been process	ed by E&D	. Check before	e filling the above.	······································	ACCOUNTS ON THE PROPERTY OF TH
Prepared I	by:		Sign:	-	****	Date:		
Remarks !	by Ravi + detail	s of bills to b	be approved:					
SI. No.	Bill no.		Bill date			mount	MRN no.	
1,	181		01.03.	97	ລິດ	,309-64	118092	
2.	101		01.03.			130-1101		
3.								terral agram de transfer et agram de la companya d
4.								
5.						1 1 0	40	
Remarks:	Nee	d M	on abbus	d f	w eu		rue copy	
Prepared	by: Ravi		Sign:	-	(1)	Date:	28.02.25	•
Advice by	MD - action to	be taken.		•				
Get cer	tified bill from:	supplier (not	original).		Prepare bil	I in SSLLP for n	naterial supplied.	-
	Thereafter, p	repare advice	e for credit to supp	olier and	send to Sol	nam for procession	ng.	VED B
/	Close PO			0		Keep PO open. N	Material awaited	-1
7		he reconciled	with supplier. Ge	et supplie	r's ledger.	\	- 4 M	AR 2074
<u> </u>		- I continue	T.				V) 2014	AM MARES
Remarks:			Te:			Date:	MANAGI	NG DING
Approved	d by: Soham		Sign:			Dute.	N. I.	

Page(s) 1 Of 1

27-02-2024 17:54:21

Summit Sales LLP

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

G S T No. : 36ACQFS2044C1Z7

Inward

170917

Supplier Details

From Company:

Avighna Distributors B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad,

Mechal-Malkajgiri-500094

GSTIN 36FSTPS6819H1ZS

7075153859

7075153859

Doc No 97672 **Doc Date** 01-03-2023

Quote No Nil

25-02-2023 **Quote Date**

SupplyType Supply

Kind Attn: Sai Mohan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 772600 - STAT-Stationary - Stamp Pad Nos	24.00	32.00	0.00	18.00	906.24
2 874600 - STAT-Stationary - Calculator Nos	10.00	155.00	0.00	18.00	1,829.00
3 466300 - STAT-Stationary - Paper A4 Bundles	50.00	270.00	0.00	12.00	15,120.00
4 730400 - STAT-Stationary - Pen-Blue color-Cello Fine grip Nos s s prime	200.00	3.00	0.00	18.00	708.00
5 733600 - COMP-Peripherals - Mouse pads Nos	10.00	38.00	0.00	18.00	448.40
6 919400 - COMP-Peripherals - USB drive Sandisk - 32GB - Nos	2.00	550.00	0.00	18.00 18.00 12.00 18.00 18.00	1,298.00
el de la companya de		Total Or	der Value	3	20,309.64

Terms and Conditions :-

Specification /

As per details given in the quotation.

Payment Terms

After Delivery & Production of bill

Tax

N

Delivery Date

Next Day

Delivery Location

Summit Housing LLP

Cherlapally, Behind Kingston PG college, Hyderabad

Phone. 9618244433, Hamendra

Penality For Delay Nil

Transportation

Nii

Warranty

Advance Paid

N

Other Terms

We reserve the right to reject items not conforming quality anf specifications. Above order for stock repleneshing purpose

Completion Date

Nil

Measurment

Security N

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

Accepted the above Terms And Conditions

Authorised Signatory

For Avighna Distributors

Name :		Name :	Date ://
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AVIGHNA DISTRIBUTORS

House Keeping and Office Need Stationary Material.

24-11 200 2600	WT SALESTLP 0/364 Undfiner, Mt. Sand S 252344C127	Invoice b	Torrecche INI Date (il 63 JFT)						
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		HW.							
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	SS Prime files Pers	7324		, / ₃₈			100		
-	Minuse Pads USB Pendrive (32/95)	7138	10 Nos 4	78 V/O			1100		
	INWARD DIST	21:3							
	MIN SALES I			Application of the					
Boxes in went			amount bel	ore Tax	-	13500	196	- unus biographic	
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And Stary Four	Taken Only				Anna anna	1		20309.6	
Bana Details: Ketal Mahusara Garde Account for: 7945126725 Be and: General Bazar See Bad 1750 Code: KKBROKD7450		GRAND TOTAL 1 Donn's town sald will one taken back or northwest 2 Subject to Hyderahad		ratual	137 9	Tor AVIGINA DISTRIBUTORS			
		turplicites \$405			Authorsted Signature				

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: 181

GSTIN . BSFSTPS6819H1ZS

Address: 5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003 Date: 01-03-2023

GSTIN: 36ACQFS2044C1Z7 P0 No:- 97672

State: Telangana state code: 36 Payments Terms :- 25 Days

Delivery Adress :- Cherlapally

					Denvery	Tiuress .	Circitapan	y
				.	Taxable Amount			
		HSN						
No.	Description of Goods	Code	Qty	Rate	5%	12%	18%	Amount
1	Stamp Pad 🗸	7726	24 Nos	32			768	
2	Calculator	8746	10 Nos	155			1550	
3	JK Red A4 Paper	4663	50 Rims	270		13500		
4	SS Prime Blue Pens	7304	200 Nos	3			600	
5	Mouse Pads	7336	10 Nos	38			380	
6	USB Pendrive (32GB)	9194	2 Nos ∿	550			1100	-
							-	
	The Control of the Co	The engine Anguer State of the second control of the second					//0	STR
************	INWARD	313123					//≥//	100 Jell
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		18/				78	Corre	
	SUMMIT SALES	LLP	STI	RUE (COP	<u>("</u>	/-	
	The control of the co	Canter City of Proposition Community Control	†					
Rupees in words		Total A	Total Amount before Tax			13500	4398	
wenty Thousand Three Hundered Nine		Add: C	Add: CGST			810	395.82	
and Sixty Four Paisa Only /-		Add: So	Add: SGST			810	395.82	
		GRAND	TOTAL			15120	5189.64	20309.64
ınk Detai	ls : Kotak Mahindra Bank	1.Goods	once sold	will not	Cerified that the partic	ulares given above are true	and correct	and the second s
k Detai	ls : Kotak Mahindra Bank	1.Goods	once sold	will not	Cerified that the partic	Cerified that the particulares given above are true and correct		

Account No: 7945120725

Branch: General Bazar, Sec-Bad

IFSC Code: KKBK0007450 Jurisdiction.E.&.O.E.

taken back or exchangd 2. Subject to Hyderabad.

For AVIGHNA DISTRIBUTORS

B. Chandra Mohan **Authorised Signature**

NO RETURN NO EXCHANGE