

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

Date:	04.03.24	Prepared by	V. RAVI	Serial no.	
Supplier name	Avigna Distributors.			HO inward no.	
Firm/Company	SSLP	Project	SHLP.	HO received date	
PO/WO date	01.03.23	PO/WO 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 – Bills total (Excluding Transport & Hamali Charges):				20,309-64	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:			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:				20,309-64	
Amount E – PO / WO value:				20,309-64	
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		05.03.24.			
Remarks: find bill.					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:		04.03.24			
Date		(V. RAVI)			
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.

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

PO no.: 97672	PO date: 01-03-2023	Req. no.: 170917	Advice Scan ID
Barcoded PO available ☒ Y/ ☐ N	Invoice available original ☒ Y/ ☐ N	Copy available ☒ Y/ ☐ N	POD available ☒ Y/ ☐ N
Data required from site/engineers:			
MRN nos. related to PO	118092		
☐ Part material received.		☒ Full material received.	
☐ Material not received.			
☐ Close PO - Balance material will be re-ordered by new requisition.			
☐ Cancel PO. Material not required.		☐ Cancel PO. Material will be re-ordered by new requisition	
☐ Keep PO open. Material required.		☐ Keep PO open. Work under progress.	
Remarks by engineer: Full material received.			
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.			
Prepared by: M. Asha Tyothi	Sign: Asha	Date: 28/02/2023	
Data required from accounts:			
☐ Checked with E&D for receipt of bills.			
☒ Bills not received against this PO.	☐ Part bill received against this PO.		☐ All bills received against this PO.
☐ Advance paid against this PO	Amount paid:	Date of payment:	
Details of part bill received:			
Sl. No.	Bill no.	Bill date	Bill amount
1.			
2.			
3.			
4.			
Remarks by Accountants: Bills not received against this P.O			
Prepared by: Umar	Sign: Umar	Date: 28/02/24	
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.			
Prepared by:	Sign:	Date:	
Remarks by Ravi + details of bills to be approved:			
Sl. No.	Bill no.	Bill date	Bill amount
1.	181	01-03-23	20,309-64
2.			
3.			
4.			
5.			
Remarks: Need MD's Apprval for enclosed True copy			
Prepared by: Ravi	Sign: Ravi	Date: 28.02.24.	
Advice by MD - action to be taken.			
☒ Get certified bill from supplier (not original).		☐ Prepare bill in SLLP for material supplied.	
☒ Thereafter, prepare advice for credit to supplier and send to Soham for processing.			
☒ Close PO		☐ Keep PO open. Material awaited	
☐ Accounts to be reconciled with supplier. Get supplier's ledger.			
Remarks:			
Approved by: Soham	Sign:	Date:	

APPROVED BY
- 4 MAR 2024
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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27-02-2024 17:54:21

DC - 181
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

Inward - 19498
03/03/23

Supplier Details

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

GSTIN 36FSTPS6819H1ZS

7075153859

7075153859

Doc No	97672	170917
Doc Date	01-03-2023	
Quote No	Nil	
Quote Date	25-02-2023	
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	1,298.00
Total Order Value . . .					20,309.64

Rupees : Twenty Thousand Three Hundred Nine and Paise Sixty Four 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.

For **Summit Sales LLP**

Accepted the above Terms And Conditions

Authorised Signatory

For **Avighna Distributors**

Name : _____

Name : _____

Date : __/__/__

AVIGHNA DISTRIBUTORS

House Keeping and Office Need Stationary Material.

3-80, B Nagar, Defence Colony, Nehru Nagar, Hyderabad - 500004, Telangana 500004

Name: **SUMMIT SALES LLP**
 Address: **5-4-187/164, 2nd floor, MG Road, Secunderabad - 500004**
 GSTIN: **36AGGP57841C127**
 State: **Telangana** state code: **36**

Invoice No: **181**
 Date: **01-03-2023**
 PO No: **97672**
 Payments Terms: **25 Days**
 Delivery Address: **Cherlapally**

Taxable Amount

T. No.	Description of Goods	HSN Code	Qty	Rate	5%	12%	18%	Amount
1	Stamp Pad	7726	24 Nos	22				768
2	Calculator	8740	18 Nos	155				1530
3	18 Red 44 Paper	4803	50 Reels	270		13500		
4	55 Prime Blue Pens	9504	200 Nos	3				600
5	Mouse Pad	7338	10 Nos	38				380
6	USB Pen Drive (32GB)	9104	2 Nos	550				1100

INWARD

Gr 3/2123

DT

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SUMMIT SALES LLP

Amount in words
 Twenty Thousand Three Hundred Nine
 And Sixty Four Paise Only /-

Total Amount before Tax

Add: CGST

Add: SGST

GRAND TOTAL

13500

4392

810

19262

810

39522

15120

518964

20309.64

Bank Details: Kotak Mahindra Bank
 Account No: 7945126725
 Branch: General Bazar, Sec Bad
 IFSC Code: KKBK00074750

1. Goods price valid until 10%
 taken back or exchanged

2. Subject to Hyderabad

jurisdiction. P & D E

For AVIGHNA DISTRIBUTORS

B. Chandra Babu

Authorized Signature



NO RETURN
 NO EXCHANGE

