PURCHASE DIVISION

Advice for approval for credit to supplier

E

Date:	11/02/2022	Prepared by	Ramya	Serial no.	20(
Supplier name	Avighna Distributors.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	25.01.2022	PO/WO No.	84870	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0053	29.01.2022	16341.4	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	16,341.4
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 103014 — 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:	16,341.4
Amount E – PO / WO value:	16,341.40
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	07/02/2022
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:	[signature]				
Date	01.02.2022				
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.

Purchase Order

 01-02-2022 12:59:16

84870
08.01.22 12:01:48

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**	84870	169391
B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad, Mechal-Malkajgiri-500094	**Doc Date**	25-01-2022	
	Quote No	Nil	
GSTIN 36FSTPS6819H1ZS	**Quote Date**	21-01-2022	
7075153859 7075153859	**SupplyType**	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7555 - Stationery - other - Paper - A4 - bundles	50.00	209.00	0.00	12.00	11,704.00
2	7505 - Stationery - other - Binder Clips - other - boxes *19 mm*	12.00	24.00	0.00	18.00	339.84
3	7505 - Stationery - other - Binder Clips - other - boxes *25 mm*	12.00	32.00	0.00	18.00	453.12
4	7505 - Stationery - other - Binder Clips - other - boxes *32 mm*	12.00	39.00	0.00	18.00	552.24
5	7512 - Stationery - other - CD Marker - NA - nos *green*	30.00	10.00	0.00	18.00	354.00
6	7512 - Stationery - other - CD Marker - NA - nos *blue*	30.00	10.00	0.00	18.00	354.00
7	7512 - Stationery - other - CD Marker - NA - nos *black*	30.00	10.00	0.00	18.00	354.00
8	7544 - Stationery - other - Marker - NA - nos *red*	30.00	15.00	0.00	18.00	531.00
9	7544 - Stationery - other - Marker - NA - nos *black*	30.00	15.00	0.00	18.00	531.00
10	7544 - Stationery - other - Marker - NA - nos *blue*	30.00	15.00	0.00	18.00	531.00
11	7533 - Stationery - other - Highlighter - NA - nos	30.00	18.00	0.00	18.00	637.20
					Total Order Value . . .	**16,341.40**

Rupees : Sixteen Thousand Three Hundred Fourty One and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Next Working Day.

Delivery Location Summit Housing LLP
Cherlapally,Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penality For Delay Nil

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ____________________

Name : ____________________

Date : __/__/____

Purchase Order

 01-02-2022 12:59:16 Original / Office Copy / Purchase Div.Copy

Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
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	NA
Measurment	NA
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

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ______________________

Name : ______________________

Date : __/__/____

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 : 0053
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003		Date : 29-01-2022
GSTIN :	36ACQFS2044C1Z7		State : Telangana
State:	Telangana	state code: 36	Payments Terms :- 25 Days
	PO – 84870		Delivery Adress :- Cherlapally

S. No.	Description of Goods	HSN Code	Qty	Rate	Taxable Amount 5%	12%	18%	Amount
1	A4 Jk Red 75 GSM	4802	50 Rims	209		10450		
2	Binder Clips 19mm	8305	12 Nos	24			288	
3	Binder Clips 25mm	8305	12 Nos	32			384	
4	Binder Clips 32mm	8305	12 Nos	39			468	
5	CD Marker Green	9608	30 Nos	10			300	
6	CD Marker Blue	9608	30 Nos	10			300	
7	CD Marker Black	9608	30 Nos	10			300	
8	Parmanent Marker Black	9608	30 Nos	15			450	
9	Parmanent Marker Blue	9608	30 Nos	15			450	
10	Parmanent Markers Red	9608	30 Nos	15			450	
11	Highlighter	9608	30 Nos	18			540	

INWARD
Inward No: 19622 Dt: 31/01/22
MRN No: 103014 Dt: 31/01/22
Received By: Sign: SW
SUMMIT SALES LLP

Rupees in words --------------------- Sixteen Thousand Three Hundred Forty One Only/-	Total Amount before Tax	10450	3930	
	Add : CGST	627	353.7	
	Add : SGST	627	353.7	
	GRAND TOTAL	11704	4637.4	**16341.4**

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

Authorised Signature

AVIGHNA DISTRIBUTORS HYD.

Requisition Form

Company Name:	SSLLP	Date:	21.01.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169391
Material required before date: 10.01.2022		ID No.	73207

No	Description	Size	Quantity	Units	Inward No	Date
1	Paper A4	A4	50	Bundle		
2	Bunder clips	19mm	12	Box		
3	Bunder clips	25mm	12	Box		
3	Bunder clips	32mm	12	Box		
4	CD marker	green	30	Nos		
5	CD marker	blue	30	Nos		
6	CD marker	black	30	Nos		
7	Permanent marker	red	30	Nos		
8	Permanent marker	black	30	Nos		
9	Permanent marker	blue	30	Nos		
10	Highlighter		30	Nos		

84870

Remarks: For Stock Replenishing Purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	21.01..2022	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

APPROVED BY
22 JAN 2022
SOHAM MODI
MANAGING DIRECTOR