PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/2/22	Prepared by	Hedo	Serial no.	2203
Supplier name	Avighna Industries			HO inward no.	
Firm/Company	SSLLP	Project	MPPL HO	HO received date	
PO/WO date	7/2/22	PO/WO No.	85269	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0059	10/2/22	4,553/-	☑ Yes ☐ No
2.			–	☐ Yes ☐ No
3.			–	☐ Yes ☐ No
4.			–	☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4,553/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	103997	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:	4,553/-
Amount E – PO / WO value:	4,553/-
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	26/4/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Hedo				
Sign:	[signature]	[signature] 21 FEB 2022 MINISH PARIKH MANAGER PROCUREMENT			
Date	21/2/22				
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.

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
Address: 5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003
GSTIN : 36ACQFS2044C1Z7
State: Telangana state code: 36

Invoice No : 0059
Date : 10-02-2022
State : Telangana P085269
Payments Terms :- 25 Days
Delivery Adress :- Cherlapally

S. No.	Description of Goods	HSN Code	Qty	Rate	Taxable Amount 5%	Taxable Amount 12%	Taxable Amount 18%	Amount
1	Executive Bond Paper 100GSM JK	4802	5 Rims	330		1650		
2	A5 Paper JK	4802	10 Rims	99		990		
3	A4 Paper 100GSM JK	4802	5 Rims	285		1425		

INWARD
Inward No: 773 Dt: 11/2/22
MRN No: 103997 Dt: 21/2
Received By: Sign:
MODI PROPERTIES

SUMMIT SALES LLP R.R. DIST.
INWARD No. 91354 Date: 21/2 Sign:

G2483697148
10/2/22

Rupees in words --------------------	**Total Amount before Tax**		4065		
Four Thousand Five Hundred	**Add : CGST**		243.9		
Fifty Two and Paisa Eighty Only/-	**Add : SGST**		243.9		
	GRAND TOTAL		4552.8		**4552.8**

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

Authorised Signature

AVIGHNA DISTRIBUTORS HYD.

Purchase Order

 08-02-2022 4:06:01 PM

85269
31.01.22 4:53:34

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**	85269	183392
B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad, Mechal-Malkajgiri-500094		**Doc Date**	07-02-2022	
		Quote No	Nil	
GSTIN 36FSTPS6819H1ZS		**Quote Date**	07-02-2022	
7075153859	7075153859	**SupplyType**	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7525 - Stationery - other - Executive Bond Paper - NA - bundles *(100 GSM)*	5.00	330.00	0.00	12.00	1,848.00
2	7555 - Stationery - other - Paper - A4 - bundles *A5*	10.00	99.00	0.00	12.00	1,108.80
3	7555 - Stationery - other - Paper - A4 - bundles *(100GSM)*	5.00	285.00	0.00	12.00	1,596.00
				Total Order Value . . .		**4,552.80**

Rupees : Four Thousand Five Hundred Fifty Two and Paise Eighty Only.

Terms and Conditions :-

Specification /	Item Sl.no.1-'Royal' brand, Sl.no.2-'Moserbear' brand, PRO type, Sl.no.3-'Pooja' brand, Sl.no.6-'Kangaro' brand
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation	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.The Above order for Head Office use.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

07/02/2022

Name :

Contact - -

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name :

Date : _/_/___

Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	07.02.2022
Site & Phase :	Head Office	Time:	04: 34 Pm
		Req. No.	183392
Material required before date:		ID No.	736140

No	Description	Size	Quantity	Units	Inward No	Date
01	Executive Bonds Papers 100 GSM		05	No's		
02	Paper Bundles	A5	10	No's		
03	Paper Bundles (100 GSM)	A4	05	No's		

85269

Remarks:

Prepared By	Jai kumar	Approved by	
Date	07.02.2022	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 c3olumns.