PURCHASE DIVISION

Advice for approval for credit to supplier

(E)

Date:	17/03/22	Prepared by	Ramya	Serial no.	---2240
Supplier name	Avighna distributors.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	15/3/22	PO/WO No.	86438	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0074	15/03/22	38,041.74	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	38,041
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos: 104987 — 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:	38,041
Amount E – PO / WO value:	38,041
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	21/03/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name.	Ramya	APPROVED			-
Sign:	[signature]	19 MAR 2022			
Date	17/03/22	MINISH PARIKH MANAGER PROCUREMENT			
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	Invoice No : 0074
Address:	5-4-187/3&4, II nd floor, MG Road, Secunderabad - 500003	Date : 15-03-2022
GSTIN :	36ACQFS2044C1Z7	PO No:- 86438
State:	Telangana state code: 36	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	Blue and Black Pens Ordinary	9608	500 Nos	2.8			1400	
2	Red Pens Ordinary	9608	100 Nos	2.8			280	
3	Parmanent Marker (Blue,Black,Red,Green)	9608	160 Nos	15			2400	
4	CD Marker (Blue,Black,Green,Red)	9608	120 Nos	10			1200	
5	A4 Jk Red 75 GSM	4802	50 Nos	210		10500		
6	Fevi Stick 9grm	9608	30 Nos	18			540	
7	Highlighters	9608	30 Nos	18			540	
8	Key Chain Rings		300 Nos	1.56			468	
9	Plastick Card (100 Nos)		2 Bundle	350			700	
10	Label Sheet Books (100Nos)		5 Sheets	245			1225	
11	Stamp Pad		20 Nos	30			600	
	Project Folder A4		500 Nos	4.8			2400	
12	Project Folder A3		500 Nos	4.8			2400	
13	File Floder Blue (100 Nos)		2 Pkts	520			1040	
14	Note Stick	4820	50 Nos	17			850	
15	Scribbling Pad		60 Nos	9			540	
	Binder Clip 19mm	8305	20 Nos	24			480	
	Binder Clip 25mm	8305	20 Nos	32			640	
16	Binder Clip 32mm	8305	20 Nos	39			780	
17	Pencil Box	4016	10 Nos	40		400		
18	Brown Tape 2'	3919	24 Nos	30			720	
19	Box File Big Size	4820	50 Nos	40			2000	
20	Whitener Pen	9608	30 Nos	23			690	

INWARD Inward No: 17861 Dt: 16/03/22 NRN No: 104987 Dt: 17/3/22 Received By: Sign: SUMMIT SALES LLP

Rupees in words --------------------	Total Amount before Tax		10900	21893	
Thirty Eight Thousand Forty One and	**Add : CGST**		654	1970.37	
Paise Seventy Four Only/-	**Add : SGST**		654	1970.37	
	GRAND TOTAL		12208	25833.74	**38041.74**

Bank Details : Kotak Mahindra Bank
Account No : 7945120725
Branch : General Bazar , Sec-Bad
IFSC Code : KKBK0007450

SUMMIT SALES LLP INWARD No: 92339 Date: 17/3 Sign: R.R. DIST.

1.Goods once sold will not taken back or exchangd
2.Subject to Hyderabad. Jurisdiction.E.&.O.E.

Certified that the particulars given above are true and correct
For AVIGHNA DISTRIBUTORS
B. Chandra Mohan
Authorised Signature

AVIGHNA DISTRIBUTORS HYD.

Purchase Order

 16-03-2022 12:40:29 PM

86438
28.02.22 2:52:30

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**	86438 169553
	Doc Date	15-03-2022
	Quote No	Nil
	Quote Date	15-03-2022
	SupplyType	Supply

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7560 - Stationery - other - Pen - NA - nos *blue-300,black-200,red-100*	600.00	2.80	0.00	18.00	1,982.40
2	7544 - Stationery - other - Marker - NA - nos *blue,black,red green (each one-40)*	160.00	15.00	0.00	18.00	2,832.00
3	7512 - Stationery - other - CD Marker - NA - nos *(blue,black,green,red) each one-30*	120.00	10.00	0.00	18.00	1,416.00
4	7555 - Stationery - other - Paper - A4 - bundles	50.00	210.00	0.00	12.00	11,760.00
5	7528 - Stationery - other - Fevistick - NA - nos	30.00	18.00	0.00	18.00	637.20
6	7533 - Stationery - other - Highlighter - NA - nos	30.00	18.00	0.00	18.00	637.20
7	4036 - Consumables - Keychain rings - NA - nos	300.00	1.56	0.00	18.00	552.24
8	7539 - Stationery - other - Labels - NA - sheets	5.00	245.00	0.00	18.00	1,445.50
9	7592 - Stationery - other - stamp pad - NA - nos	20.00	30.00	0.00	18.00	708.00
10	7571 - Stationery - other - Projects folder - NA - nos *A4&A3 (each one 500)*	1,000.00	4.80	0.00	18.00	5,664.00
11	7529 - Stationery - other - File Folders - NA - nos *200*	2.00	520.00	0.00	18.00	1,227.20
12	7584 - Stationery - other - Scribbling Pads - other - nos	60.00	9.00	0.00	18.00	637.20
13	7552 - Stationery - other - Note pads - other - nos	50.00	17.00	0.00	18.00	1,003.00
14	7563 - Stationery - other - Pencil - NA - boxes	10.00	40.00	0.00	12.00	448.00
15	7507 - Stationery - other - Box file - Big - nos	50.00	40.00	0.00	18.00	2,360.00
16	7605 - Stationery - other - Whitner Pen - NA - nos	30.00	23.00	0.00	18.00	814.20
17	7514 - Stationery - other - Cello Tape - other - nos	24.00	30.00	0.00	18.00	849.60

For ***Summit Sales LLP***

Authorised Signatory

Name : 16/03/2022

Contact ...

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ____________________

Date : __/__/____

Purchase Order

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Original / Office Copy / Purchase Div.Copy

	2 inch (brown)					
18	7505 - Stationery - other - Binder Clips - other - boxes 19mm	20.00	24.00	0.00	18.00	566.40
19	7505 - Stationery - other - Binder Clips - other - boxes 25 mm	20.00	32.00	0.00	18.00	755.20
20	7505 - Stationery - other - Binder Clips - other - boxes 32mm	20.00	39.00	0.00	18.00	920.40
21	6100 - Miscellaneous - Plastic Cards - Others - nos 200	2.00	350.00	0.00	18.00	826.00
			Total Order Value . . .			**38,041.74**

Rupees : Thirty Eight Thousand Fourty One and Paise Seventy Four Only.

Terms and Conditions :-

Specification /	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 Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
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 specification, Damage is in suppliers account above order is for Stock replanish 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 ofice or purchase site office. Proof of delivery/DC can be sent by email.

For ***Summit Sales LLP***

Authorised Signatory

Name : 16/03/2022

Contact - -

Accepted the above Terms And Conditions

For ***Avighna Distributors***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	11.03.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169553
Material required before date:		ID No.	74623

No	Description	Size	Quantity	Units	Inward No	Date
1.	Blue and black pens ordinary		500	Nos		
2.	Red pen ordinary 86438		100	Nos		
3.	Permanent marker(blue,black, red ,green)		160	Nos		
4.	CD marker (blue,black ,green,red)		120	Nos		
5.	paper bundles	A4	50	Bundles		
6.	Fevistick		30	Nos		
7.	Highlater		30	Nos		
8.	Key chain rings		300	Nos		
9.	Plastic card		200	Nos		
10	Lable sheet books		5	Sheets		
11	Stamp pad		20	Nos		
12	Project folder	A4&A3	1000	Nos		
13	File folder blue		200	Nos		
14	Note stick		50	Nos		
15	Scriblling pad		60	Nos		
16	Binder clips		60			
17	Pencil box		10	Nos		
18	Brown tape	2”	24	Nos		
19	Box file	Big	50	Nos		
20 2	Whitner pen		30	Nos		

Remarks: For Stock Replenish purpose

Prepared By	Vanajakshi	Approved by	APPROVED BY
Sign.& Date	11.03..2022	Sign. & Date	12 MAR 2022 SOHAM MODI MANAGING DIRECTOR

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