PURCHASE DIVISION Advice for approval for credit to supplier



Date:	24/2/2	Prepared by		Manen		Serial no.		
Supplier name		Vyshnavi Entegnrices				HO inward		
Firm/Company		Project				HO receive	ed date	
PO/WO date	19/3/22	10. 86527			Scan ID.			
SI no.	Bill no.					Bill amount		Original attached
1.	201		2//3/	22	Н	6801-		✓ Yes □ No
2.			- (1-)		1	1		□ Yes □ No
3.								□ Yes □ No
4.					/	/		□ Yes □ No
Amount A – Bills total (Excluding Transport & Hamali Charges):								
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report								
MRN	1				Proof of delivery			□ Yes □ No
nos.:	105277 matches MRN							
Amount B –Other Credits : Transportation charges							_	
Amount C –Other Debits :								
Amount D (D=A+B-C) – Amount to be credited to the supplier:							80 -	
Amount E – PO / WO value:							801-	
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								
Remarks:								
Approved b	y Purchase Officer	Purchase Manager		M D		Accountant		Accounts Manager
Name:	Marin	ivialie	501					171anaget
Sign:	Manin							
Date	24/2/2							
Approval limit	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.

VYSHNAVI ENTERPRISES

24-202,PLOT NO 3, MARUTHI NAGAR, LOTHKUNTA, 36-TELANGANA GSTIN: 36BRWPG4506K2ZB

Phone: 9948888493, 9652997755 E-Mail: infovyshnavienterprises@gmail.com

GST INVOICE

Details of Receiver(Billed to)

Details of Consignee (Shipped to)

Name: M/S SUMMIT SALES LLP COMMON EXPENSALES

Address: 5-4-187/3&4, 2ND FLOOR

SOHAM MANSION,

M.G.ROAD, SEC-BAD

MOBILE NO: 9502166557 MAIL ID:

GSTIN Number: 36ACQFS2044C1Z7

Address:

MOBILE NO:

GSTIN Number:

Invoice No.: 201

Date : 21/03/2022

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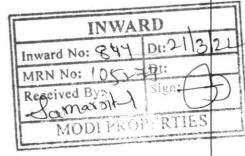
PO.No.:86527

L.R.No.:

Cases :

Transport

SGST CGST Product HSN Qty Unit Rate Amount 21011200 GEORGIA MILD COFFEE 339.00 9.00 1. KG 9.00 2034.00 2. 21012090 6 KG 322.00 9.00 9.00 GEORGIA MASALA TEA 1932.00



GST 3966*9+9%=356.94SGST+356.94CGST, THANKS CUSTUMER

SUB TOTAL SGST 9 % CGST 9 % Roundoff **3966.00** 356.94 356.94

Roundoff CR/DR NOTE

GRAND TOTAL

0.12 0.00 4680.00

Rs. Four Thousand Six Hundred Eighty Only

Terms & Conditions

PAYMENT MODE : FRIGHT CHARGES : MODE OF DISPATCH :

For VYSHNAVI ENTERPRISES

Authorised signatory

Purchase Order

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19-03-2022 10:37:38

From Company: Summit Sales LLP

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

G S T No.: 36ACQFS2044C1Z7



16.03.22 2:13:31

Supplier Details				
Vyshnavi Enterprises		Doc No	86527	183444
24-202, Plot no 303, Ma	Doc Date	19-03-2022		
		Quote No	Nil	
GSTIN 36BRWPG4506	Quote Date	28-02-2022		
9948888493	9652997755	SupplyType	Supply	

Kind Attn: V. Srinivas

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4011 - Consumables - Coffee Powder - NA - kgs	6.00	339.00	0.00	18.00	2,400.12
2 4060 - Consumables - Tea Powder - NA - kgs Masala Tea	6.00	322.00	0.00	18.00	2,279.76
		Total Or	der Value	e	4,679.88

Terms and Conditions :-

Specification /

All items shall be of 'Georgia' brand

Payment Terms

After Delivery & Production of bill

Tax

Inclusive of all taxes

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

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. Above order for HO purpose.

Completion Date

Nil

Measurment

Nil

Security 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 Vyshnavi Enterprises

	1))	4
	1	2
Name :	4	

Date : __/__/

Requisition Form Summit Sales LLP Common 16.03.2022 Company Name: Date: Expenses Site & Phase: Head Office Time: 05:48 pm Req. No. 183444 ID No. Material required before date: Inward No Date Description Quantity Units No Size 06 Coffee No's 01 Masala Tea 06 No's 02 86527 Remarks: For Office use -Approved by Prepared By Jai Kumar 16.03.2022 Sign.& Date Sign.& Date Note: On receipt of material at site write inward number and date in last/2 columns, P. PRABHAKAR SI. MANAGER PURCH