

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 3/06/22		Prepared by: Vanjath		Serial no. 4903	
Supplier name: Vyshnavi Enterprises				HO inward no.	
Firm/Company: SSUP		Project: Ho		HO received date	
PO/WO date: 24/05/22		PO/WO No. 88317		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	0047	25/05/22	5,040/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				5,040/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.: 108073		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:				5,040/-	
Amount E – PO / WO value:				5,040/-	
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		13/06/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Vanjath				
Sign:	[Signature]				
Date	3/06/22				
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.

VYSHNAVI ENTERPRISES

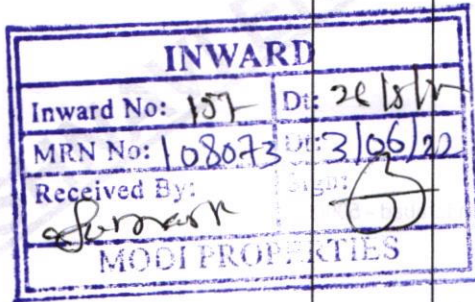
24-202,PLOT NO 3, MARUTHI NAGAR,
LOTHKUNTA, 36-TELANGANA
GSTIN : 36BRWPG4506K2ZB

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

GST INVOICE

Details of Receiver(Billed to)	Details of Consignee (Shipped to)	Invoice No. :0047
Name: M/S SUMMIT SALES LLP COMMON EXPENCIES Address: 5-4-187/3&4, 2ND FLOOR SOHAM MANSION, M.G.ROAD, SEC-BAD MOBILE NO: 9502166557 MAIL ID: GSTIN Number: 36ACQFS2044C1Z7	Name: Address: MOBILE NO: MAIL ID: GSTIN Number:	Date : 25/05/2022 PO.No.:88317/2045010 L.R.No.: Cases : 0 Transport :

S.	Product	HSN	Qty	Unit	Rate	SGST	CGST	Amount
1.	GEORGIA MILD COFFEE	21011200	6	KG	364.41	9.00	9.00	2186.46
2.	GEORGIA MASALA TEA	21012090	6	KG	347.46	9.00	9.00	2084.76



GST 4271.22*9%=384.41SGST+384.41CGST, THANKS CUSTOMER

SUB TOTAL 4271.22
SGST 9 % 384.41
CGST 9 % 384.41
Roundoff 0.04
CR/DR NOTE 0.00

Rs. Five Thousand Forty Only

GRAND TOTAL 5040.00

Terms & Conditions

PAYMENT MODE :
FRIGHT CHARGES :
MODE OF DISPATCH :



For VYSHNAVI ENTERPRISES



Authorised signatory

Purchase Order

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Vyshnavi Enterprises		Doc No	88317 2045010
24-202, Plot no 303, Maruthi Nagar, Lothkunta, Telangana-36		Doc Date	24-05-2022
		Quote No	Nil
GSTIN 36BRWPG4506K2ZB		Quote Date	24-05-2022
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	364.41	0.00	18.00	2,580.02
2	4060 - Consumables - Tea Powder - NA - kgs <i>Masala Tea</i>	6.00	347.46	0.00	18.00	2,460.02
Total Order Value . . .						5,040.04
Rupees : Five Thousand Fourty and Paise Four Only.						

Terms and Conditions :-

Specification / All items shall be of 'Georgia' brand

Payment Terms	After Delivery & Production of bill
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Tax	Inclusive of all taxes
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Delivery Date **Next Day.**

Delivery Location Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551

Penalty For Delay Nil

Transportation Transport cost shall be borne by us

Warranty	Nil
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Advance Paid	Nil
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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
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Security	Nil
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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.
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For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Vyshnavi Enterprises**

Name : _____

Name : _____

Date : __/__/__

Contact - -

Purchase Order

Page(s) 1 Of 1

24-05-2022 15:12:13



88317

27.04.22 12:24:13

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details

Vyshnavi Enterprises
24-202, Plot no 303, Maruthi Nagar, Lothkunta, Telangana-36

GSTIN 36BRWPG4506K2ZB
9948888493

9652997755

Doc No	88317	2045010
Doc Date	24-05-2022	
Quote No	Nil	
Quote Date	24-05-2022	
SupplyType	Supply	

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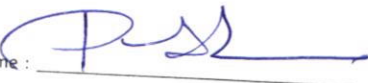
Rupees : Five Thousand Fourty and Paise Four Only.

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
Penalty 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. Above order for HO 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**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Vyshnavi Enterprises**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Summit Sales LLP Common Expenses		Date:		16.05.2022	
Site & Phase :		Head Office		Time:		03:25 pm	
				Req. No.		2045010	
Material required before date:					ID No.		76465
No	Description	Size	Quantity	Units	Inward No	Date	
01	Coffee		06	No's			
02	Masala Tea		06	No's			
Remarks: For Office use –							
Prepared By		Jai Kumar		Approved by			
Sign.& Date		16.05.2022		Sign.& Date			

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