PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/7/22	Prepared by	Vanajakshi	Serial no.	6304
Supplier name	Vyshnavi Enterprises			HO inward no.	
Firm/Company	SGLLP	Project	Ho	HO received date	
PO/WO date	5/7/22	PO/WO No.	89701	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0098	13/7/22	2,580/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,580/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 109632 — 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:	2,580/-
Amount E – PO / WO value:	2,580/-
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	25/7/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	[signature]				
Date	16/7/22				
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)	
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:**	**Invoice No. :0098** **Date : 13/07/2022** PO.No.:89701/204516 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

INWARD
Inward No: 302 Dt: 13/7/22
MRN No: 109632 Dt: 16/7/22
Received By: [illegible]
Sign:
MODI PROPERTIES

GST 2186.46*9+9%=196.78SGST+196.78CGST, THANKS CUSTUMER

SUB TOTAL	**2186.46**
SGST 9 %	196.78
CGST 9 %	196.78
Roundoff	0.02
CR/DR NOTE	**0.00**
GRAND TOTAL	**2580.00**

Rs. Two Thousand Five Hundred Eighty Only

Terms & Conditions
PAYMENT MODE :
FRIGHT CHARGES :
MODE OF DISPATCH :

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 96535 Date: 14/7 Sign:

For VYSHNAVI ENTERPRISES

VYSHNAVI ENTERPRISES HYDERABAD

Authorised signatory

Purchase Order

 06-07-2022 16:14:11

89701
29.06.22 2:18:56

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	**Doc No**	89701	204516
	Doc Date	05-07-2022	
	Quote No	Nil	
GSTIN 36BRWPG4506K2ZB	**Quote Date**	28-03-2022	
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
					Total Order Value . . .	**2,580.02**

Rupees : Two Thousand Five Hundred Eighty and Paise Two 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
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.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 : 07/07/22

Accepted the above Terms And Conditions

For *Vyshnavi Enterprises*

Name : ______________

Date : __/__/____

Requisition Form						
Company Name:	Summit Sales LLP Common Expenses	Date:	04.07.2022			
Site & Phase :	Head Office	Time:	16:05			
Supplier:		Req. No.	204516			
Material required before date:		ID No.	77755			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS7126-Consumables-Coffee Powder--Nescafe-1kg-Packets	6	0	No's		
2						
3						
4						
5	89701					
6						
7						
8						
9						
10						
Remarks:						
	Engineer	Project Manager		Purchase APPROVED		MD
Prepared By:	Jai Kumar. G	Jai Kumar		07 JUL 2022		
Approved By:	Jai Kumar. G			MINISH PARIKH		
Sign & Date:	04.07.2022			MANAGER PROCUREMENT		