PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	7/9/22	Prepared by	Kavitha	Serial no.	7970
Supplier name	Vyshnavi Enterprises			HO inward no.	
Firm/Company	HO	Project	HO	HO received date	
PO/WO date	28/7/22	PO/WO No.	90499	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0/22	3/8/22	41,300/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	41,300/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: Inward no – 353	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:	41,300/-
Amount E – PO / WO value:	41,300/-
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	12/9/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha				
Sign:	7/9/22				
Date					
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. :0122** **Date : 03/08/2022** PO.No.:90499/204520 L.R.No.: Cases : 0 Transport :

S.	Product	HSN	Qty	Unit	Rate	SGST	CGST	Amount
1.	GEORGIA MILD COFFEE	21011200	10	KG	364.41	9.00	9.00	3644.10

INWARD
Inward No: 353 Dt: 3/8/22
MRN No: Dt:
Received By: Samarpit Sign:
MODI PROPERTIES

GST 3644.1*9+9%=327.97SGST+327.97CGST, THANKS CUSTUMER

SUB TOTAL	**3644.10**
SGST 9 %	327.97
CGST 9 %	327.97
Roundoff	0.04
CR/DR NOTE	**0.00**
GRAND TOTAL	**4300.00**

Rs. Four Thousand Three Hundred Only

Terms & Conditions

PAYMENT MODE :
FRIGHT CHARGES :
MODE OF DISPATCH :

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 97560
Date: 8/8/22
Sign:

For VYSHNAVI ENTERPRISES

Authorised signatory

Purchase Order

 28-07-2022 15:33:40

90499
14.07.22 12:47:30

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

Supplier Details

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

GSTIN 36BRWPG4506K2ZB
9948888493 9652997755

Doc No	90499	204520
Doc Date	28-07-2022	
Quote No	Nil	
Quote Date	28-03-2022	
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	10.00	364.41	0.00	18.00	4,300.04
				Total Order Value . . .	**4,300.04**

Rupees : Four Thousand Three Hundred 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
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 : 02/08/22

Name : ______________________

Accepted the above Terms And Conditions

For *Vyshnavi Enterprises*

Date : __/__/____

Requisition Form						
Company Name:	Summit Sales LLP Common Expenses	Date:	27.07.2022			
Site & Phase :	Head Office	Time:	12:19			
Supplier:		Req. No.	204520			
Material required before date:		ID No.	78412			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS7126-Consumables-Coffee Powder--Nescafe-1kg-Packets	10	0	No's		
2						
3						
4	90499					
5						
6						
7						
8						
9						
10						
Remarks:						
	Engineer	Project Manager		Purchase		MD
Prepared By:	Jai Kumar. G	Jai Kumar				
Approved By:	Jai Kumar. G					
Sign & Date:	27.07.2022					

APPROVED
02 AUG 2022
MINISH PARIKH
MANAGER PROCUREMENT