

PURCHASE DIVISION
Advice for approval for credit to supplier

2

Date	27/9/22	Prepared by	Prabhakar	Serial no.	8875
Supplier name	Vyshnavi Enterprises			HO inward no.	
Company	SSUP	Project	SHIP	HO received date	
PO date	01/9/22	PO/WO No.	91693	Scan ID.	
Bill no.	0180	Bill date	16/9/22	Bill amount	3644/-
					Original attached
					☒ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
Amount A – Bills total (Excluding Transport & Hamali Charges):					3644/-
Proof of delivery by way of: ☐ DC's bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN	112019	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:					4300/-
Amount E – PO / WO value:					4300/-
Amount F – Difference (A – E):					—
Quantity received as per PO /WO			☒ Yes ☐ Excess received ☐ Short received ☐ Part received		
PO / WO			☒ Yes ☐ No – wait for balance material ☐ Other		
Due date			03/10/22		
Remarks:					
Approved by					
Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager	
APPROVED 27 SEP 2022 P. PRASAD P. MANAGER PURCHASE					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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. Advice should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order
3. Do not attach additional documents like weightment slips, RMC batch reports, duplicate
4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount
5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 27/9/22		Prepared by: Prabhakar		Serial no. 8873	
Supplier name: vyshnavi Enterprises		Project: SHIP		HO inward no.	
Firm Company: SSUP		PO/WO No. 91693		HO received date	
PO/WO date: 7/9/22		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0180	16/9/22	3644/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.			/	☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			3644/-
Proof of delivery by way of: ☐ DC's bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN Nos.: 112019	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:			4300/-
Amount E – PO / WO value:			4300/-
Amount F – Difference (A – E):			-
Quantity received as per PO/WO		☒ Yes ☐ Excess received ☐ Short received ☐ Part received	
Loss PO / WO		☒ Yes ☐ No – wait for balance material ☐ Other	
Payment – due date		03/10/22	
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Signature:	Kanitha				
Date:	27/9/22				
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 weightment 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. 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

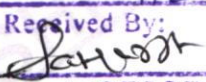
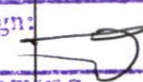
Phone : 9948888493, 9652997755
E-Mail : infovyshnavienterprises@gmail.com

GST INVOICE

Details of Receiver(Billed to)	Details of Consignee (Shipped to)	Invoice No. :0180
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 : 16/09/2022 PO.No.: 91693 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: 518	Dt: 16/9/22
MRN No: 112019	Dt:
Received By: 	Sign: 
MODI PROPERTIES	

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

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

Rs. Four Thousand Three Hundred Only

GRAND TOTAL 4300.00

Terms & Conditions

PAYMENT MODE :
FRIGHT CHARGES :
MODE OF DISPATCH :



For VYSHNAVI ENTERPRISES



Purchase Order

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10-09-2022 11:22:09



91693

01.09.22 10:54:25

Copy

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	91693	204525
Doc Date	07-09-2022	
Quote No	Nil	
Quote Date	28-08-2022	
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 / Brand** 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 Cost** 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 : 

Contact - -

Accepted the above Terms And Conditions

For **Vyshnavi Enterprises**

Name : _____

Date : __/__/__

Requisition Form		Summit Sales LLP Common Expenses		Date:	29.08.2022				
Company Name:		Summit Sales LLP Common Expenses		Date:	29.08.2022				
Site & Phase :		Head Office		Time:	10:47				
Supplier:				Req. No.	204525				
Material required before date:				ID No.	79231				
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									
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: 29.08.2022									

APPROVED
8 0 AUG 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

91693