

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 9-11-22		Prepared by: Venkateswar		Serial no. 10282	
Supplier name: Vyshnavi Enterprises		Project: H.O		HO inward no.	
Firm/Company: SSLLP		PO/WO date: 7-10-22		HO received date	
PO/WO No. 92687		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0199	12-10-22	4,500.00	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 4,500.00

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	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: 4,500.00

Amount E – PO / WO value: 4,500.00

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: 14-11-22

Remarks: Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	S. Jayadhar Venma				
Sign:	Jayadhar				
Date	9-11-22				
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

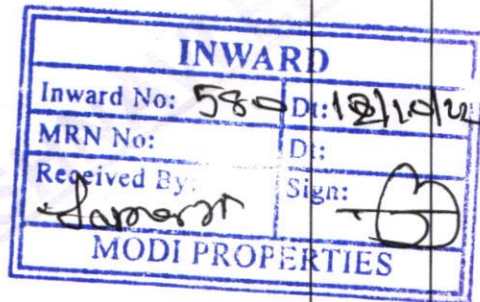
24-202,PLOT NO 3, MARUTHI NAGAR,
LOTHKUNTA, 36-TELANGANA
GSTIN : 36BRWPG4506K2ZB

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. :0199 Date : 12/10/2022 PO.No.:92687/204535 L.R.No.: Cases : 0 Transport :

S.	Product	HSN	Qty	Unit	Rate	SGST	CGST	Amount
1.	GEORGIA MILD COFFEE	21011200	10	KG	381.35	9.00	9.00	3813.50



GST 3813.5*9+9%=343.22SGST+343.22CGST, THANKS CUSTUMER

SUB TOTAL 3813.50
SGST 9 % 343.22
CGST 9 % 343.22
Roundoff 0.06
CR/DR NOTE 0.00

Rs. Four Thousand Five Hundred Only

GRAND TOTAL 4500.00

Terms & Conditions

PAYMENT MODE :
FRIGHT CHARGES :
MODE OF DISPATCH :



For VYSHNAVI ENTERPRISES



Authorised signatory

Purchase Order

Page(s) 1 Of 1

09-10-2022 12:19:44 PM

Original / Office Copy / Purchase Div.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	92687	204535
Doc Date	07-10-2022	
Quote No	Nil	
Quote Date	07-10-2022	
SupplyType	Supply	

Kind Attn : V. Srinivas

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 712600 - CONS-Consumables - Coffee Powder--Nescafe - 1kg - Packets	10.00	381.35	0.00	18.00	4,499.93
Total Order Value . . .					4,499.93

Rupees : Four Thousand Four Hundred Ninty Nine and Paise Ninty Three 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

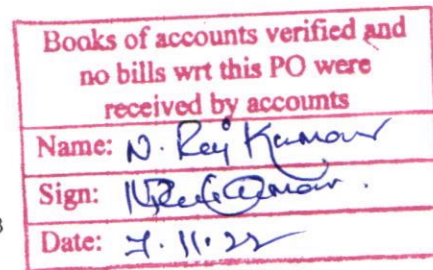
Other Terms We reserve the right to reject items not conforming to quality and specifications.Above order for HO purpose.

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

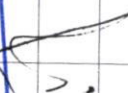
Accepted the above Terms And Conditions

For **Vyshnavi Enterprises**

Name : _____

Name : _____

Date : __/__/__

Requisition Form								
Company Name:		Summit Sales LLP Common Expenses		Date:	07.10.2022			
Site & Phase :		Head Office		Time:	5:51			
Supplier:				Req. No.	204535			
Material required before date:				ID No.				
S No	Item			Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONST126-Consumables-Coffee Powder--Nescafe-1kg-Packets			10		0 No's		
2								
3								
4								
5								
6								
7								
8								
9								
10								
Remarks:								
Engineer		Project Manager						
Prepared By: Jai Kumar. G		Jai Kumar						
Approved By: Jai Kumar. G		Jai Kumar						
Sign & Date: 07.10.2022								

APPROVED

02 NOV 2022

MINISH PARIKH
MANAGER PROCUREMENT

MD