PURCHASE DIVISION
Advice for approval for credit to supplier (E)

Date:	22/11/22	Prepared by	Minish	Serial no.	10758
Supplier name	Vyshnavi Enterprises			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	16/11/22	PO/WO No.	94052	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0251	19/11/22	2,250/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,250/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 114134	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:	2,250/-
Amount E – PO / WO value:	2,250/-
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	28/11/22
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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MANAGER PROCUREMENT

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. :0251** **Date : 19/11/2022** PO.No.:94052/170438 L.R.No.: Cases : 0 Transport :

S.	Product	HSN	Qty	Unit	Rate	SGST	CGST	Amount
1.	GEORGIA MILD COFFEE	21011200	5	KG	381.35	9.00	9.00	1906.75

GST 1906.75*9+9%=171.61SGST+171.61CGST, THANKS CUSTUMER

SUB TOTAL	**1906.75**
SGST 9 %	171.61
CGST 9 %	171.61
Roundoff	0.03
CR/DR NOTE	**0.00**
GRAND TOTAL	**2250.00**

Rs. Two Thousand Two Hundred Fifty Only

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

INWARD
Inward No. 19020 Dt: 21/11/22
MRN No: 114134 Dt: 22/11/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 101684
Date: 22/11/22
Sign:
R.R. DEPT.

For VYSHNAVI ENTERPRISES

VYSHNAVI ENTERPRISES Hyderabad

Authorised signatory

Purchase Order

 16-11-2022 11:52:50

94052
15.11.22 1:41:01

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**	94052	170438
24-202, Plot no 303, Maruthi Nagar, Lothkunta, Telangana-36	**Doc Date**	16-11-2022	
	Quote No	Nil	
GSTIN 36BRWPG4506K2ZB	**Quote Date**	13-11-2022	
9948888493 9652997755	**SupplyType**	Supply	

Kind Attn : V. Srinivas

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	712600 - CONS-Consumables - Coffee Powder--Nescafe - 1kg - Packets	5.00	381.35	0.00	18.00	2,249.97
	Total Order Value . . .					**2,249.97**

Rupees : Two Thousand Two Hundred Fourty Nine and Paise Ninty Seven 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	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
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 SSLLP Site office 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 : 17/11/22

Accepted the above Terms And Conditions
For *Vyshnavi Enterprises*

Name : ______________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	13.11.2022			
Site & Phase :	SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170438			
Material required before date:		ID No.	81605			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1						
2	CONS7126-Consumables-Coffee Powder--Nescafe-1kg-Pkts PO :- 94052	5		5		
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	For SSLLP site office Purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Vanajakshi					
Approved By:	Minish					
Sign & Date:						

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17 NOV 2022
MINISH PARIKH
MANAGER PROCUREMENT