PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/11/22	Prepared by	Gmukali	Serial no.	
Supplier name	Chetan Enterprises			HO inward no.	
Firm/Company	Summit Saee LLP	Project	Summit Saee LLP	HO received date	
PO/WO date	24/11/22	PO/WO No.	94348	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1087	21/11/22	24,640/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	114383	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:			24640/-
Amount E – PO / WO value			24640/-
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:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Gmukali				
Sign:					
Date	24/11/22	NOV 2022			
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., advise 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.

TAX INVOICE
CASH/CREDIT

GSTIN : 36ADOPK5722G1ZF

Ph : 040 - 27810172

Chetan Enterprises

ALL TYPES OF JEWELLERY BOXES, PURSES AND DISPLAY TRAYS

1-5-212, 1st Floor, S.No. 10, Cheekoti Commercial Centre, General Bazar, Secunderabad - 500 003. T.S.

INVOICE No 1087 Date 21-11-2022

Purchaser SUMMIT SALES LLP
5-4-187/3&4, SOHAM MANSION, M G Road
Secunderabad - 500003 TS

GSTIN No 36 ACQFS2044C1Z7 State Telangana State Code 36

Sl. No.	Description of Goods	HSN CODE	Qty.	Rate	Amount Rs	Ps
1.	Coin Boxes	4202	500pc	44.00	22000	00

BANK DETAILS :
Bank Name : AXIS BANK
Bank Branch : MAREDPALLY, HYDERABAD.
Bank A/c No. : 911020007031055
Bank IFSC Code : UTIB0001319

Total	22000	00
Add : CGST 6%	1320	00
Add : SGST 6%	1320	00
Add : IGST	–	–
CARTAGE	–	–
GRAND TOTAL	24640	00

Invoice value (In words) Rs Twenty four thousand six hundred forty only

TERMS & CONDITIONS :
1. Goods once sold will not be taken back.
2. After despatch we are not responsible for the goods.
3. If bill is not paid within one month & interest will be charged @ 18% per annum.
4. All disputes are subject to Hyderabad Jurisdiction.

Certified that particulars given above are true and correct
For CHETAN ENTERPRISES

Authorised Signatory

Purchase Order

 24-11-2022 15:22:42

94348
16.11.22 3:26:22

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

Supplier Details			
Chetan Enterprises 1-5-212, 1st floor,s.no. 10, Cheekoti Commercial Centre, General Bazar, Secunderabd - 500 003, Telangana **GSTIN** 36ADOPK5722G1ZF 04027810172	**Doc No**	94348	167359
	Doc Date	24-11-2022	
	Quote No		
	Quote Date	24-11-2022	
	SupplyType	Supply	

Kind Attn : chetan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7568 - Stationery - other - Plastic Box - NA - nos *Gold Coin box*	500.00	44.00	0.00	12.00	24,640.00
					Total Order Value . . .	**24,640.00**

Rupees : Twenty Four Thousand Six Hundred Fourty Only.

Terms and Conditions :-

Specification /	Gold Coin box
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	21-11-2022
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
Completion Date	21-11-2022
Measurment	NA
Security	Nil
Remarks	Nil

For *Summit Sales LLP*

Accepted the above Terms And Conditions