PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/11/22	Prepared by	Ashajyothi	Serial no.	10941
Supplier name	Vyshnavi Enterprises			HO inward no.	
Firm/Company	SSLLP	Project	HO	HO received date	
PO/WO date	29/10/22	PO/WO No.	93391	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0250	19/11/22	4,500/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4,500/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 114343 — 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/-
Amount E – PO / WO value:	4,500/-
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	5/12/22
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		29 NOV 2022			
Date		MINISH PARIKH MANAGER PROCUREMENT			
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	**Name:**	**Invoice No. :0250**
Address: 5-4-187/3&4, 2ND FLOOR	Address:	**Date : 19/11/2022**
SOHAM MANSION,		PO.No.:93391/204538
M.G.ROAD, SEC-BAD		L.R.No.:
MOBILE NO: 9502166557	MOBILE NO:	Cases : 0
MAIL ID:	MAIL ID:	Transport :
GSTIN Number: 36ACQFS2044C1Z7	**GSTIN Number:**	

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

INWARD
Inward No: 686 Dt: 19/11/22
MRN No: 114343 Dt: 28/11/22
Received By: Sameer Sign:
MODI PROPERTIES

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**
GRAND TOTAL	**4500.00**

Rs. Four Thousand Five Hundred Only

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

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 10764
Date: 23/11/22
Sign:

For VYSHNAVI ENTERPRISES

VYSHNAVI ENTERPRISES Hyderabad

Authorised signatory

 31-10-2022 10:33:05

Purchase Order

93391
18.10.22 2:23:38

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	**Doc No**	93391	204538
	Doc Date	29-10-2022	
GSTIN 36BRWPG4506K2ZB	**Quote No**	Nil	
	Quote Date	28-10-2022	
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	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
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 Head 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
31/10/22
Name : ______

Accepted the above Terms And Conditions
For ***Vyshnavi Enterprises***

Name : ______

Date : __/__/____

copy 92727

9268 Vyshnavi

Requisition Form						
Company Name:	Summit Sales LLP Common Expenses	Date:	28.10.22			
Site & Phase :	Head Office	Time:	6:43			
Supplier:		Req. No.	204538			
Material required before date:		ID No.	80964			
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		31 OCT 2022			
Sign & Date:	28.10.22					

Supplied

P.O. no. 93391