

PURCHASE DIVISION
Advice for approval for credit to supplier



Date:		22/12/22		Prepared by	Ashajyothi		Serial no.	11960																															
Supplier name		Vyshnavi Enterprises				HO inward no.																																	
Firm/Company		SSLLP		Project	H0		HO received date																																
PO/WO date		12/12/22		PO/WO No.	94929		Scan ID.																																
Sl no.	Bill no.			Bill date		Bill amount		Original attached																															
1.	278			14/12/22		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.:		115317				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				26/12/22																																			
Remarks:				Final bill																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>M D</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Name:</td> <td colspan="2">Ashajyothi</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sign:</td> <td colspan="2">[Signature]</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td colspan="2">22/12/22</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Approval limit</td> <td>Upto 20k</td> <td>Above 20k</td> <td>Above 100k</td> <td>Upto 20k</td> <td>Above 20k</td> </tr> </table>										Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager	Name:	Ashajyothi					Sign:	[Signature]					Date	22/12/22					Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager																																		
Name:	Ashajyothi																																						
Sign:	[Signature]																																						
Date	22/12/22																																						
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

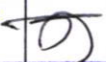
Phone : 9948888493, 9652997755
E-Mail : infovyshnavienterprises@gmail.com

GST INVOICE

Details of Receiver(Billed to)	Details of Consignee (Shipped to)	Invoice No. :278
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 : 14/12/2022 PO.No.:94929/204543 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

INWARD

Inward No: 752	Dt: 14/12/22
MRN No: 115317	Dt:
Received By: Jameer	Sign: 
MODI PROPERTIES	

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

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

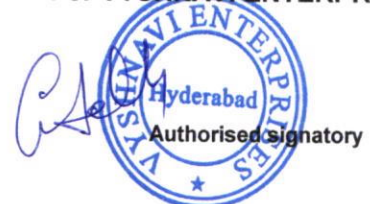
GRAND TOTAL 4500.00

Terms & Conditions

PAYMENT MODE :
FRIGHT CHARGES :
MODE OF DISPATCH :



For VYSHNAVI ENTERPRISES



Purchase Order

Page(s) 1, Of 1

12-12-2022 12:42:19



opy

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

94929
29.11.22 5:56:38

Supplier Details

Vyshnavi Enterprises
24-202, Plot no 303, Maruthi Nagar, Lothkunta, Telangana-36

GSTIN 36BRWPG4506K2ZB

9948888493

9652997755

Doc No	94929	204543
Doc Date	12-12-2022	
Quote No	Nil	
Quote Date	10-12-2022	
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 Nescafe brand /company

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 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

Accepted the above Terms And Conditions

For **Vyshnavi Enterprises**

Name : _____

Name : _____

Date : __/__/__

Requisition Form							
Company Name:		Summit Sales LLP Common Expenses		Date:		10.12.2022	
Site & Phase :		Head Office		Time:		3:08	
Unit No./Block No.							
Supplier:				Req. No.		204543	
Material required before date:				ID No.		82356	
S No	Item	Qty required	Qty available at site	Order Qty	Inward No		
1	CONS1509-Consumables-Toilet cleaner--Harpic-500ml-Nos	10	10				
2	CONS1624-Consumables-Handwash liquid---Nos	20	20				
3	CONS2101-Consumables-Dustin-PVC---Nos	5	5				
4	CONS9692-Consumables-Plastic Bucket-with mug White---Nos	4	4				
5	CONS3861-Consumables-Detergent powder---500gms-Pkts	14	14				
6	CONS5033-Consumables-Floor cleaner --Lizol-1 lts-Nos	12	12				
7	CONS6196-Consumables-Cleaning Cloth---Nos	15	15				
8	CONS6564-Consumables-Bombay Brooms Big ---Nos	8	8				
9	CONS7227-Consumables-Acid---1Ltr-Nos	8	8				
10	CONS7608-Consumables-Phenyl---1 Ltr-Nos	12	12				
	CONS8187-Consumables-Mopping cloth---Nos	15	15				
	CONS9323-Consumables-Coffee Powder--Nescafe-1kg-Pkts	10	10				
	CONS9459-Consumables-Coconut Brooms---Nos	8	8				
	CONS9748-Consumables-Detergent --Vim --Nos	12	12				
	CONS8219-Consumables-Plastic Covers---Nos	200	200				
	CONS8219-Consumables-Plastic Covers---Nos	200	200				
	CONS6615-Consumables-Cleaning Brush---Nos	6	6				
Remarks:							

APPROVED

12 DEC 2022

MANISH PARIKH
MANAGER PROCUREMENT