

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 12/11/23		Prepared by: Salman		Serial no.	
Supplier name: E.M.A.W.O.I ENTERPRISES		Project: Sslip		HO inward no.	
Firm/Company: Somrslon rep		PO/WO No: 95526		HO received date	
PO/WO date: 22/12/22		Scan ID:			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	335	11/11/23	3,363/-	☒ 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.: 116175	Proof of delivery matches MRN	☐ Yes ☐ No
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Amount B –Other Credits : Transportation charges

Amount C –Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier: 3,363/-

Amount E – PO / WO value: 3,363/-

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	16/11/23

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Salman				
Sign:	12/11/23				
Date					
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.



EMANDI ENTERPRISES

Tax Invoice

To :

Summit Sales LLP

5-4-187/3&4, 1st Floor, M.G. Road,
Secunderabad - 500003

GSTIN : 36ACQFS2044C1Z7

Date : 11-01-2023

Invoice No: EE/22-23/335

S.NO	PARTICULARS	HSN CODE	QTY	RATE	AMOUNT	SGST @9%	CGST @9%	T.AMOUNT
1	5MM A4 Foam Board	39211900	19.00	150.00	2,850.00	256.50	256.50	3,363.00
			19		2,850.00	256.50	256.50	3,363.00
			Round off (+/-)					-
			Grand Total					3,363.00

Rupees in Words : Three thousand three hundred and sixty three rupees only..

Company's PAN NO: BBJPR6606L

Company's GST NO: 36BBJPR6606L1Z4

Declaration:

- 1 Goods once sold will not be taken back
- 2 Subject to **Telangana** jurisdiction only.

Company Bank Details:

EMANDI ENTERPRISES

AXIS BANK LTD

A/C : 912020057941860

IFSC CODE : UTIB0001455

MALKAJGIRI BRANCH, HYDERABAD



For Emandi Enterprises

Authorised Signatory

Plot No.179, H NO:29-1384/2/4/1, Road No.7, Deendayal Nagar, Neredmet, Malkajgiri, Hyd-56.

Email id's : emandienterprises@gmail.com, rahinidigitals@gmail.com, Cell : 9000753753.

Purchase Order

28-12-2022 16:27:52



95536

27.12.22 3:28:16

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

Supplier Details			
Emandi Enterprises Plot no. 179, H.no. 29-1384/2/4/1, road no.7, Deendayal nagae Neeredmat, Mallkajgiri GSTIN 36BBJPR6606L1Z4 9000753753	Doc No	95536	167394
	Doc Date	28-12-2022	
	Quote No		
	Quote Date	28-12-2022	
	SupplyType	Supply	

Kind Attn : **Mr.Hari**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 679200 - PROM-Promotions - Foam Board-- - A4-5mm - Nos A4 size foam board	19.00	150.00	0.00	18.00	3,363.00
Total Order Value . . .					3,363.00
Rupees : Three Thousand Three Hundred Sixty Three Only.					

Terms and Conditions :-

Specification / Brand	A4 size foam board
Payment Terms	After delivery & production of bill
Tax	Inclusive of all taxes
Delivery Date	28-12-2022
Delivery Location	Summit Housing LLP Cherlapally, Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penalty For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
Completion Date	28-12-2022
Measurement	Nil
Security	Nil
Remarks	Nil

For **Summit Sales LLP**
Authorised Signatory

Name : _____
Contact :-

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

Name : _____ Date : ____/____/____