

PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------|------------------|
| Date: | 12/11/23 | Prepared by | Salman | Serial no. | |
| Supplier name | Leonard Creatis | HO inward no. | | | |
| Firm/Company | Sumit Sales | Project | ESHP | HO received date | |
| PO/WO date | 96099 | PO/WO No. | 10/11/23 | Scan ID. | |
| Sl no. | Bill no. | Bill date | Bill amount | Original attached | |
| 1. | 46 | 6/11/23 | 2,950/- | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 2. | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 3. | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 4. | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Amount A – Bills total (Excluding Transport & Hamali Charges): | | | | | |
| Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report | | | | | |
| MRN nos.: | 116186 | Proof of delivery matches MRN | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Amount B – Other Credits : Transportation charges | | | | | |
| Amount C – Other Debits : | | | | | |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | | | | | |
| 2,950/- | | | | | |
| Amount E – PO / WO value: | | | | | |
| 2,950/- | | | | | |
| Amount F – Difference (A – E): | | | | | |
| Quantity received as per PO / WO | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received | | | |
| Close PO / WO | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other | | | |
| Payment – due date | | 16/11/23 | | | |
| Remarks: | | | | | |
| | | | | | |
| Approved by | Purchase Officer | Purchase Manager | MD | 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. 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 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.



Leomind Creatives

#2-2-647/227/3, Street No.II, Central Excise Colony,
Lane Behind Divyanjali High School, Bagh Amberpet,
HYDERABAD - 500 013 Telangana State, India
Phone: +91 40 3587 5843, Mobile: 905 905 0993
E-mail: leomindcreatives@gmail.com

GSTIN: 36DDCPG9552D1ZM

PAN: DDCPG9552D

TAX INVOICE

To,
Summit Sales LLP
5-4-187/3&4, II nd floor, MG Road,
Secunderabad-500003, Telangana State.

GSTIN No. : 36ACQFS2044C1Z7

INVOICE No. : LMC-2022-23/046

DATE : 06-01-2023

P. O. / Order No. : Through mail order

DATE : 02-01-2023

| S.No. | DESCRIPTION | HSN/SAC | QTY. | RATE (INR) | TOTAL (INR) | |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------|------|------------|--------------------------|-----------------|
| 1. | Towards the Creative Charges for Modi Properties 6" X 8.5" Size Flyer Design in English , Telugu & Urdu including languages translation. | 998361 | 1 | 2,500.00 | 2,500.00 | |
| E.&O.E | | | | | TOTAL AMOUNT | 2,500.00 |
| | | | | | CGST @ 9% | 225.00 |
| | | | | | SGST @ 9% | 225.00 |
| | | | | | IGST @ - | - |
| Grand Total (INR in words) | | | | | GRAND TOTAL (INR) | 2,950.00 |

Two Thousand Nine Hundred Fifty Only.

I hereby certify that this invoice shows the actual price of Creatives / Printing / Digital / Electronic / In & Outdoor media advertising promotional described, that no other invoice has been issued, and that all particulars are true and correct.

Payment Options :

Payment should be made by DD / Cheque in favour of "LEOMIND CREATIVES"
or Online Transfer.

• Account No. : 24200200000965
Bank Name & Branch : BANK OF BARODA, Tilak Nagar Branch, Hyderabad.
IFSC Code : BARB0TILHYD (Fifth character is zero)

Terms & Conditions :

1. Complaints / Clarifications will not be entertained after 7 days of invoice date.
2. Interest @ 24 % p.a. is charged on unrealised payments.
3. All disputes subject to Hyderabad Jurisdiction only.



For **Leomind Creatives**

Signature
Authorized Signatory

Purchase Order



10.01.23 4:03:09

Summit Sales LLP

Summit Sales LLP
S-4-187, 18A-II, rd, Amberpet, Hyderabad - 500013,
G.S.T No. 38ACQP204C127

Summit Sales LLP
S-4-187, 18A-II, rd, Amber, MG Road, Secunderabad - 500013,
G.S.T No. 38ACQP204C127

Supplier Details

| LEOWIND CREATIVES | | |
|-------------------|------------|--------|
| Doc No | 96699 | 16/443 |
| Doc Date | 11-01-2023 | |
| Quote No | | |
| Quote Date | 11-01-2023 | |
| SupplyType | Supply | |

Kind Attn : SARATHI

Purchase Order for the Supply of following Items.

| Item Name | Qty | Rate | Dis% | GST | Amount |
|----------------------------------------------------------------------------------------------------------|------|----------|------|-------|-----------------|
| 1. 8954-00 - PROM-Promotions - Flyers-- - AS - Nos Est 5 inches flyer design in english telugu & urdu | 1.00 | 2,500.00 | 0.00 | 18.00 | 2,950.00 |
| Total Order Value . . . | | | | | 2,950.00 |

Notes : Two Thousand Nine Hundred Fifty Only.

Terms and Conditions :-

- Specification Brand Est 5 inches flyer design in english, telugu & urdu
- Payment Terms After delivery
- Tax GST included in above price.
- Delivery Date 02-01-2023
- Delivery Location Summit Housing LLP
Cherukupally, Behind Kingston PG college, Hyderabad
Phone: 9618244433, Hamendra
- Penalty For Delay Nil
- Transportation Cost Included in the above price.
- Warranty Nil
- Advance Paid Nil
- Other Terms We reserve the right items not conforming to qty & specs.
- Completion Date 02-01-2023
- Measurement A4
- Security Nil
- Remarks Nil

For Summit Sales LLP
Authorized Signatory

Accepted the above Terms And Conditions
For LEOWIND CREATIVES