PURCHASE DIVISION
Advice for approval for credit to supplier (E)

Date:	18/01/23	Prepared by	Vanajakshi	Serial no.	13330
Supplier name	Vyshnavi Enterprises			HO inward no.	
Firm/Company	SSLP	Project	Ho.	HO received date	
PO/WO date	31/12/22	PO/WO No.	95649	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	322	9/01/2023	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.: 116397	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	23/01/23
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	Vanaja				
Date	18/01/23				
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. :322**
Address: 5-4-187/3&4, 2ND FLOOR	Address:	**Date : 09/01/2023**
SOHAM MANSION,		PO.No.:95649/204545
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: 828 Dt: 9/1/23
MRN No: 116397 Dt:
Received By: Satyanarayana 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: 1094
Date: 13/1/23
Sign:

For VYSHNAVI ENTERPRISES

VYSHNAVI ENTERPRISES Hyderabad

Authorised signatory

Purchase Order

 05-01-2023 2:39:42 PM

95649
27.12.22 3:29:43

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	**Doc No**	95649	204545
24-202, Plot no 303, Maruthi Nagar, Lothkunta, Telangana-36	**Doc Date**	31-12-2022	
	Quote No	nil	
GSTIN 36BRWPG4506K2ZB	**Quote Date**	30-12-2022	
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' 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
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

Name : Veeru 2/1/23

Accepted the above Terms And Conditions

For *Vyshnavi Enterprises*

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	Summit Sales LLP Common Expenses-	Date:	30.12.2022			
Site & Phase :	Head Office	Time:	13:00			
Unit No./Block No.	95649- Vyshnavi					
Supplier:		Req. No.	204545			
Material required before date:	95649	ID No.	82996			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT5901-Stationary-Paper A4----Bundles	50				
2	STAT5901-Stationary-Paper A4----Bundles	100 GSM (05)				
3	STAT5876-Stationary-Paper A3----Bundles	100 GSM (05)				
4	STAT7305-Stationary-Paper A5----Bundles	20				
5	STAT1764-Stationary-Cutter----Nos	15				
6	STAT2658-Stationary-Scissors----Nos	5				
7	STAT2673-Stationary-Courier Covers A3----Bundles	20				
8	STAT2808-Stationary-Sticky notes----Pkts	(1*4) 20				
9	STAT6576-Stationary-Transparent Box----Nos	10				
10	STAT7667-Stationary-Tag file----Nos	20				
11	STAT7757-Stationary-Clamshell Cards----Nos	50				
12	STAT6194-Stationary-Scales----Nos	01 box				
13	STAT8951-Stationary-Project Folder---A3&A4-Nos	200	6			
14	STAT1670-Stationary-Erazers----Nos	01 box				
15	STAT4663-Stationary-File folder L----Nos	100				
16	COMP7247-Peripherals-Ink Tank Printer--Epson M205--Nos	2				
17	CONS9323-Consumables-Coffee Powder--Nescafe-1kg-Pkts	10				
Remarks:						
	Engineer	Project Manager		Purchase		MD
Prepared By:	Jai Kumar	Jai Kumar				
Approved By:	Jai Kumar. G					
Sign & Date:	30.12.22					

APPROVED
05 JAN 2023
P. VENKATESH
MANAGER PURCHASE