PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	23/2/23	Prepared by	Salman	Serial no.	
Supplier name	Emandi enterprises			HO inward no.	
Firm/Company	Supreme sales llp	Project	SSLLP	HO received date	
PO/WO date	8/2/23	PO/WO No.	97101	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	381	22/2/23	4,956/-	☑ 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.: 117736	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:	4,956/-
Amount E – PO / WO value:	4,956/-
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	27/2/23
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Salman				
Sign:	23/2/23	[signature]			
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
All types of Digital Inks Suppliers

Tax Invoice

To :
Summit Sales LLP
5-4-187/3&4,IInd Floor, M.G.Road,
Secunderabad - 500003
GSTIN : 36ACQFS2044C1Z7

Date : 22-02-2023
Invoice No: EE/22-23/381

S.NO	PARTICULARS	HSN CODE	QTY	RATE	AMOUNT	SGST @9%	CGST @9%	T.AMOUNT
1	5MM AO Foam Board	39211900	1.00	4,200.00	4,200.00	378.00	378.00	4,956.00
			1		4,200.00	378.00	378.00	4,956.00
		Round off (+/-)						-
		Grand Total						4,956.00

Rupees in Words : Four thousand nine hundred and fifty six 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.

97101
08.02.23 3:15:06

Purchase Order

13-02-2023 11:54:40

Origina.

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**	97101	167498
	Doc Date	13-02-2023	
	Quote No		
	Quote Date	13-02-2023	
	SupplyType	Supply	

Kind Attn : Mr.Hari

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	344900 - PROM-Promotions - Foam Board-- - A0-5mm - Nos 5x3 front & back printing foam board for exhibition	1.00	4,200.00	0.00	18.00	4,956.00
					Total Order Value . . .	**4,956.00**

Rupees : Four Thousand Nine Hundred Fifty Six Only.

Terms and Conditions :-

Specification / Brand	5x3 front & back printing foam board for exhibition
Payment Terms	After delivery & production of bill
Tax	Inclusive of all taxes
Delivery Date	20-02-2023
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality 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	20-02-2023
Measurment	Nil
Security	Nil
Remarks	Nil

For *Summit Sales LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Emandi Enterprises*