PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	9/5/23	Prepared by	Salman	Serial no.	
Supplier name	Emandi enterprises.			HO inward no.	
Firm/Company	Summit Sals LLP	Project	RSLLP	HO received date	
PO/WO date	8/5/23	PO/WO No.	08014	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	033	3/5/23	6,075/-	☑ 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.:	20230509007	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:			6,075/-
Amount E – PO / WO value:			6,075/-
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	15/5/23		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Salman				
Sign:					
Date	9/5/23				
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.

EMANDI ENTERPRISES

All types of Digital Inks Suppliers

Tax Invoice

To :
SUMMIT SALES LLP
5-4-187/3&4, IInd FloorSoham MansionM.G.Road
Secunderabad,TELANGANA,500003
GST NO: 36ACQFS2044C1Z7

Date : 03-05-2023
Invoice No: EE/23-24/033

S.NO	PARTICULARS	HSN CODE	QTY	RATE	AMOUNT	SGST @9%	CGST @9%	T.AMOUNT
1	Foam Board A3	39211900	9.00	320.00	2,880.00	259.20	259.20	3,398.40
2	Flex Banners 8X3	39211900	9.00	252.00	2,268.00	204.12	204.12	2,676.24
			18		**5,148.00**	**463.32**	**463.32**	**6,074.64**
		Round off (+/-)						**0.36**
		Grand Total						**6,075.00**

Rupees in Words : Six thousand and seventy five 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 : 923030011125090
IFSC CODE : UTIB0001455
MALKAJGIRI BRANCH, HYDERABAD

For Emandi Enterprises

Authorised Signatory

Purchase Order

Original

From Company:	Summit Sales LLP 5-4-187/3&4, IInd FloorSoham MansionM.G.Road Secunderabad,TELANGANA,500003 GSTNO:36ACQFS2044C1Z7	Delivery Location:	Summit Sales Common Expences ,, ,

Supplier Details				
Emandi Enterprises Plot no. 179, H.no. 29-1384/2/4/1, road no.7, Deen Dayal Nagar Neredmet, Malkajgiri Hyderabad,TG,500015 GSTIN:36BBJPR6606L1Z4 Mr.Hari,9000753753	PO No	20230508014	Quote No	
	PO Date	08 May 2023	Quote Date	08 May 2023
	Supply Type		Requisition Num	20230508012

SNo.	Item Name	Addl Spec	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
							IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	PROM6754-Promotions-Foam Board---A3 5mm-Nos	A3 Size foam board	9.00	320.00	0%	2,880	0%	9%	9%	0	259	259	3,398
2	PROM6754-Promotions-Foam Board---A3 5mm-Nos	8x3 flex banner	9.00	252.00	0%	2,268	0%	9%	9%	0	204	204	2,676
									Total Amount ...	0	463	463	6,075

Rupees in words : Six Thousand Seventy Five Only.

Terms and Conditions:-

Additional Specifications	A3 & 8x3 Size foam board
Tax :	Inclusive of GST and other taxes.
Delivery Date :	Within ____ days of PO
Delivery Location :	As given above.
Transport:	By Vendor or Purchaser

09/05/23 10:59:22 AM

MRN:- 20230509007