

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 25/03/2022		Prepared by: MINISH		Serial no. 2469	
Supplier name: Gautham Enterprises.				HO inward no.	
Firm/Company: SLLP.		Project: SLLP.		HO received date	
PO/WO date: 15/03/2022		PO/WO No. 86437		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	2152	23/03/2022	2,450/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				2,450/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	105295		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:				2,450/-	
Amount E – PO / WO value:				2,450/-	
Amount F – Difference (A – E):				NIL	
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		04/04/2022			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	APPROVED 25 MAR 2022 MINISH PARIKH MANAGER PURCHASE				
Sign:					
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.

TAX INVOICE

(ORIGINAL FOR RECIPIENT)

Gautham Enterprises
 1-10-98/19, Vallabh Nagar, Begumpet, Secunderabad
 Pin-500016 Ph.27763763,40211963
 GSTIN/UIN: 36ADIPA9683N1ZW
 State Name : Telangana, Code : 36
 E-Mail : gautham_entps2424@yahoo.com

Consignee (Ship to)

Summit Sales LLP

Hyderabad

GSTIN/UIN : 36ACQFS2044C1Z7

State Name : Telangana, Code : 36

Buyer (Bill to)

Summit Sales LLP

Hyderabad

GSTIN/UIN : 36ACQFS2044C1Z7

State Name : Telangana, Code : 36

Invoice No.

2152

Dated

23-Mar-22

Delivery Note

Mode/Terms of Payment

Reference No. & Date.

Other References

Buyer's Order No.

Dated

Po no: 86437 dt: 15-3-22

23-Mar-22

Dispatch Doc No.

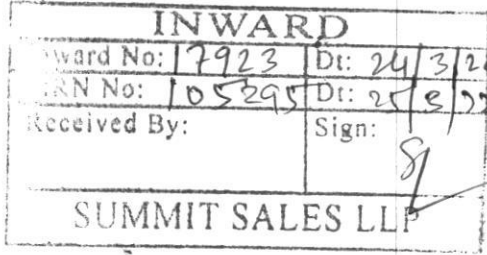
Delivery Note Date

Dispatched through

Destination

Mr. Krishnam Raju

Terms of Delivery

SI No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate (Incl. of Tax)	Rate	per	Disc. %	Amount
1	Nescafe Signature Premix	21011200	18 %	5 kg	490.00	415.25	kg		2,076.25
	CGST Output - 9%						9 %		186.86
	SGST Output - 9%						9 %		186.86
	Rounded Off								0.03
									
Total				5 kg					₹ 2,450.00

Amount Chargeable (in words)

INR Two Thousand Four Hundred Fifty Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
21011200	2,076.25	9%	186.86	9%	186.86	373.72
Total	2,076.25		186.86		186.86	373.72

Tax Amount (in words) : **INR Three Hundred Seventy Three and Seventy Two paise Only**

Company's Bank Details

Bank Name : Union Bank of India

A/c No. : 022231043001908

Branch & IFS Code : Ameerpet Br & UBIN0802221

for Gautham Enterprises

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice



Purchase Order

Page(s) 1 Of 1

15-03-2022 15:19:09



86437

28.02.22 2:52:30

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

Supplier Details

Gautham Enterprises
Shop No. 1-10-98/19, Begumpet, behind Panthalooms, Sec-Bad

GSTIN 36ADIPA9683N12W NA
2776-3763 / 6633-8763 9848035963

Doc No	86437	169571
Doc Date	15-03-2022	
Quote No	Nil	
Quote Date	28-02-2022	
SupplyType	Supply	

Kind Attn : Mr.Venkatesh Goud / Mrs. Saritha

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4011 - Consumables - Coffee Powder - NA - kgs	5.00	415.25	0.00	18.00	2,449.98
Rupees : Two Thousand Four Hundred Fourty Nine and Paise Ninty Seven Only.					Total Order Value . . . 2,449.98

Terms and Conditions :-

Specification / Brand is Cafe desire
Payment Terms After delivery
Tax Included in the above prices
Delivery Date With in a day
Delivery Location Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra
Penalty For Delay Nil
Transportation Nil
Warranty Nil
Advance Paid Nil
Other Terms We reserve the right to reject items not conforming to quality and specifications, above order is for site office use
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

Accepted the above Terms And Conditions

For **Gautham Enterprises**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		15.03.2022		
Site & Phase :		SHLLP		Time:		10:57		
Supplier				Req.No.		169571		
Material required before date:					ID No.			74660
No	Description	Size	Quantity	Units	Inward No	Date		
1	Coffee Powder 86437		05	Nos				
Remarks: For SLLP office purpose								
Prepared By		Vanajakshi		Approved by				
Sign.& Date		15.03..2022		Sign. & Date				



Note: On receipt of material at site write inward number and date in last 2 columns.