PURCHASE DIVISION

Advice for approval for credit to supplier

\Date:	30/05/2022	Prepared by	MINISH.	Serial no.	0 4622
Supplier name	Gautham Enterprises.			HO inward no.	
Firm/Company	SSLCP	Project	SHLCP.	HO received date	
PO/WO date	28/04/2022	PO/WO No.	87780.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	334	26/05/2022	2,500/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,500/-

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	107822	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:	✓ 2,500/-
Amount E – PO / WO value:	2,500/-
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	06/06/2022
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		30 MAY 2022			
Date		MINISH PARIKH MANAGER PROCUREMENT			
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	Invoice No. **334**	Dated **26-May-22**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date.	Other References
Consignee (Ship to) **Summit Sales LLP** Hyderabad GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **P.O.NO 87780 DT 28.4.22**	Dated **26-May-22**
	Dispatch Doc No. **TS10UB5649**	Delivery Note Date
	Dispatched through **Vamshi**	Destination
Buyer (Bill to) **Summit Sales LLP** Hyderabad GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Terms of Delivery	

Sl 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**	500.00	423.73	kg		**2,118.65**
	CGST Output - 9%					9	%		**190.68**
	SGST Output - 9%					9	%		**190.68**
	Less : ***Rounded Off***								**(-)0.01**
	Total			**5 kg**					**₹ 2,500.00**

INWARD
Inward No: 8199 Dt: 27/5/22
MRN No: 107822 Dt: 29/5/22
Received By: Sign:
SUMMIT SALES LLP

Amount Chargeable (in words)

E. & O.E

INR Two Thousand Five Hundred Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
21011200	2,118.65	9%	190.68	9%	190.68	381.36
Total	**2,118.65**		**190.68**		**190.68**	**381.36**

Tax Amount (in words) : **INR Three Hundred Eighty One and Thirty Six paise Only**

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 94904
Date: 28/5
Sign:

Company's Bank Details
Bank Name : **Union Bank of India**
A/c No. : **022231043001908**
Branch & IFS Code : **Ameerpet Br & UBIN0802221**

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

for Gautham Enterprises

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

 11-05-2022 11:26:28

Purchase Order

87780
20.04.22 3:07:38

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	87780	169740
Doc Date	28-04-2022	
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	500.00	0.00	0.00	2,500.00
		Total Order Value . . .			**2,500.00**

Rupees : Two Thousand Five Hundred Only.

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
Penality 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 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 : ____________

Name : ____________

Accepted the above Terms And Conditions

For ***Gautham Enterprises***

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	27.04.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169740
Material required before date:		ID No.	75987

No	Description	Size	Quantity	Units	Inward No	Date
1.	Coffee Powder 87780		5	Pkts		

Remarks: For SSLLP Office purpose.

Prepared By	Vanajakshi	Approved by	
Sign.& Date	27.04.2022	Sign. & Date	

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

APPROVED
2 9 APR 2022
P. PRABHAKARAN
Sr. MANAGER PURCHASE

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