PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/07/22	Prepared by	MINISH	Serial no.	
Supplier name	Gauthami Enterprises.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	08/07/22	PO/WO No.	89822	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	685	08/07/22	5,000/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	5,000/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 109514. 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:	5000/-
Amount E – PO / WO value:	5000/-
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	18/07/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
13 JUL 2022
MINISH PARIKH
MANAGER PROCUREMENT

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
PAN Number: ADIPA9683N
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. **685**	Dated **8-Jul-22**
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No. **Po no: 89822 dt: 8/7/22**	Dated **8-Jul-22**
Dispatch Doc No.	Delivery Note Date
Dispatched through **Mr.Raghu**	Destination
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 %	**10 kg**	500.00	423.73	kg		**4,237.30**
	CGST Output - 9%					9	%		**381.36**
	SGST Output - 9%					9	%		**381.36**
	Less : ***Rounded Off***								**(-)0.02**
	Total			**10 kg**					**₹ 5,000.00**

INWARD
Inward No: 18412 Dt: 13/7/22
MRN No: 109514 Dt: 13/7/22
Received By: Sign:
SUMMIT SALES LLP

Amount Chargeable (in words) *E. & O.E*
INR Five Thousand Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
21011200	4,237.30	9%	381.36	9%	381.36	762.72
Total	**4,237.30**		**381.36**		**381.36**	**762.72**

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

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

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

SUMMIT SALES LLP R.R. DIST. INWARD No: 96501 Date: 13/7 Sign:

GAUTHAM ENTERPRISES Begumpet, Secunderabad-16.

Purchase Order

 08-07-2022 10:52:22

89822
29.06.22 2:18:59

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	89822	169971
Doc Date	08-07-2022	
Quote No	Nil	
Quote Date	25-05-2022	
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	10.00	500.00	0.00	0.00	5,000.00
			Total Order Value . . .			**5,000.00**

Rupees : Five Thousand 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

Accepted the above Terms And Conditions

For *Gautham Enterprises*

Name : ______________

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	SSLP	Date:	07.07.2022				
Site & Phase :	SHLLP	Time:	00:00				
Supplier:		Req. No.	169971				
Material required before	10.07.2022	ID No.	77816				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	CONS7126-Consumables-Coffee Powder--Nescafe-1kg-Packets	10	0	10			
2							
3							
4	898						
5							
6							
7							
8							
9							
10							
Remarks:	For Site officeuse Purpose.						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	Vanajakshhi						
Approved By:							
Sign & Date:							