PURCHASE DIVISION
Advice for approval for credit to supplier

C

Date:	22-12-22	Prepared by	Minish	Serial no.	11975
Supplier name	Gautham Enterprises			HO inward no.	
Firm/Company	SSCLP	Project	SHLLP	HO received date	
PO/WO date	14-12-22	PO/WO No.	95023	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2471	19-12-22	1,545/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,545/-

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

MRN nos.:	115247	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:	1,545/-
Amount E – PO / WO value:	1,545/-
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	26-12-22
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		23 DEC 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
PAN Number: ADIPA9683N
GSTIN/UIN: 36ADIPA9683N1ZW
State Name : Telangana, Code : 36
E-Mail : gautham_entps2424@yahoo.com

Invoice No. **2471**	Dated **19-Dec-22**
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No. **Po no: 95023 dt: 14-12-22**	Dated **19-Dec-22**
Dispatch Doc No.	Delivery Note Date
Dispatched through **Mr.Selva Kumar**	Destination
Terms of Delivery	

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

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate (Incl. of Tax)	Rate	per	Disc. %	Amount
1	**Nescafe Signature Premix**	21011200	18 %	**3 kg**	515.00	436.44	kg		**1,309.32**
	CGST Output @ 9%					9	%		**117.84**
	SGST Output @ 9%					9	%		**117.84**
	Total			**3 kg**					**₹ 1,545.00**

INWARD
Inward No. 19162 Dt: 20/12/22
MRN No: 11524 Dt: 20/12/22
Received By: Sign: 2
SUMMIT SALES LLP

9281636474

SUMMIT SALES LLP
IN WARD
No: 10967
Date: 21/12/22
Sign:
R.R. DIST.

Amount Chargeable (in words) *E. & O.E*

INR One Thousand Five Hundred Forty Five Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
21011200	1,309.32	9%	117.84	9%	117.84	235.68
Total	**1,309.32**		**117.84**		**117.84**	**235.68**

Tax Amount (in words) : **INR Two Hundred Thirty Five and Sixty Eight paise Only**

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

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

Customer's Seal and Signature

for Gautham Enterprises

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 14-12-2022 14:38:28

95023 /.Copy

13.12.22 3:48:41

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

Supplier Details			
Gautam Enterprises 7-2-625,Rashtrapathi Road, Secunderabad - 500003	**Doc No**	95023	170572
	Doc Date	14-12-2022	
	Quote No	Nil	
GSTIN -	**Quote Date**	14-12-2022	
27717725,66317725,66382615 9246535926	**SupplyType**	Supply	

Kind Attn : Mr. M. Sampath Raj

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	712600 - CONS-Consumables - Coffee Powder--Nescafe - 1kg - Packets	3.00	436.44	0.00	18.00	1,545.00
					Total Order Value . . .	**1,545.00**

Rupees : One Thousand Five Hundred Fourty Four and Paise Only.

Terms and Conditions :-

Specification /	All items shall be of 'Nescafe 'brand
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for SSLLP Site office 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 : 14/12/2022

Accepted the above Terms And Conditions
For ***Gautam Enterprises***

Name : ____________________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP					
Site & Phase :	SHLLP	Date:	14.12.22			
Unit No./Block No.		Time:				
Supplier:						
Material required before date:		Req. No.	170572			
		ID No.	82434			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS9323-Consumables-Coffee Powder--Nescafe-1kg-Pkts	3	0	3		
2	7126					
3	95023					
4						
5						
6						
7						
8						
9						
10						
Remarks:	For ssllp site use Purpose					
	Engineer	Project Manager	APPROVED 14 DEC 2022 MINISH PARIKH MANAGER PROCUREMENT	Purchase	MD	
Prepared By:	Asha jyothi					
Approved By:	Minish					
Sign & Date:						