PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	19/08/23	Prepared by	Asha Jyothi	Serial no.	15917
Supplier name	Gautham Enterprises			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	02/08/23	PO/WO No.	97738	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3366	15/08/23	2,725/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			2,725/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	118365	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:			2,725/-
Amount E – PO / WO value:			2,725/-
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	27/03/23		
Remarks:	final bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		20 MAR 2023			
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. **3366**	Dated **15-Mar-23**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date.	Other References **Vechile No: TS10UA9758**
Consignee (Ship to) **Summit Sales LLP** Hyderabad GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **Po no: 97738 dt: 2-3-23**	Dated **15-Mar-23**
	Dispatch Doc No.	Delivery Note Date
	Dispatched through **Mr. Salva Kumar**	Destination
Buyer (Bill to) **Summit Sales LLP** Hyderabad GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36 Place of Supply : Telangana	Vessel/Flight No.	Place of receipt by shipper:
	City/Port of Loading	City/Port of Discharge
	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**	545.00	461.86	kg		**2,309.30**
	CGST Output @ 9%					9	%		**207.84**
	SGST Output @ 9%					9	%		**207.84**
	Rounded Off								**0.02**
	Total			**5 kg**					**₹ 2,725.00**

INWARD
Inward No. 19538 Dt: 15/3/23
MRN No: 118865 Dt: 16/3/23
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 10712
Date: 16/3/23
Sign:

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

INR Two Thousand Seven Hundred Twenty Five Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
21011200	2,309.30	9%	207.84	9%	207.84	415.68
Total	**2,309.30**		**207.84**		**207.84**	**415.68**

Tax Amount (in words) : **INR Four Hundred Fifteen 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

GAUTHAM ENTERPRISES Begumpet, Secunderabad-16.

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

02-03-2023 12:45:57

97738
16.02.23 5:15:19

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

GSTIN -
27717725,66317725,66382615 9246535926

Doc No	97738	170941
Doc Date	02-03-2023	
Quote No	Nil	
Quote Date	01-03-2023	
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	5.00	462.00	0.00	18.00	2,725.80

Total Order Value . . . **2,725.80**

Rupees : Two Thousand Seven Hundred Twenty Five and Paise Eighty 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 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 : 20/03/2023

Name : ____________________

Accepted the above Terms And Conditions

For *Gautam Enterprises*

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	01.03.2023				
Site & Phase :	SHLLP	Time:	11:00:00				
Unit No./Block No.							
Supplier:		Req. No.	170941				
Material required before date:		ID No.	84798.				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	CONS9323-Consumables-Coffee Powder--Nescafe-1kg-Pkts	5		5			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:	For sslp site use purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	M.Asha jyothi						
Approved By:	Minish						
Sign & Date:							

PO097738.

APPROVED

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