PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	25/06/2020	Prepared by:	MINISH
PO/WO no.	67997	PO / WO Date.	16/06/2020.
Supplier Name	Gautham Enterprises	PO/WO amount	HO. 1,950/-
Firm/Company	SS LLP	Project	HO.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	141	18/06/2020.	1,470/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,470/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			80404	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount B –Other Credits :_	—
Amount C –Other Debits :_	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	1,470/-
Amount E – PO / WO value:	1,950/-
Amount F – Difference (A – E):	480/-
Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
Is difference between PO / Bill acceptable?	☑ Yes ☐ No (explained below)
Excess / short material received	☑ Approved – within acceptable limits ☐ No (explained below)
Close PO / W?O	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs.____/- ☑ No
Payment – due date	28/06/2020.
Remarks:_	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 25 JUN 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date		25/6					

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

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. **141**	Dated **18-Jun-2020**
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. **P.O.NO 67997DT 16.6.20**	Dated **18-Jun-2020**
Despatch Document No.	Delivery Note Date
Despatched through **T**	Destination
Terms of Delivery	

Buyer
Summit Sales LLP
Hyderabad
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36
Place of Supply : Telangana

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Amount
1	**Nestea Iced Premix 750grms**	21011200	**6 nos**	207.63	nos		**1,245.78**	1,245.78	9%	112.12	9%	112.12	1,470.02
	CGST Output - 9%			9	%		**112.12**						
	SGST Output - 9%			9	%		**112.12**						
	Less : *Rounded Off*						**(-)0.02**						
	Total		6 nos				**₹ 1,470.00**	1,245.78		112.12		112.12	

INWARD
Inward No: 198 Dt: 18/06/20
MRN No: 80404 Dt:
Received By: Somrajit Sign:
MODI PROPERTIES

Amount Chargeable (in words) **INR One Thousand Four Hundred Seventy Only**

E. & O.E

MODI PROPERTIES PVT. LTD. ★SEC'BAD★
INWARD
No: 66549
Date: 19/6/20
Sign:

Company's Bank Details
Bank Name : **Andhra Bank**
A/c No. : **022231043001908**
Branch & IFS Code : **Ameerpet Br & ANDB0000222**

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

GAUTHAM ENTERPRISES Begumpet Secunderabad

for Gautham Enterprises

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 16-06-2020 11:17:50

Orig

67997
03.06.20 12:48:15

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	**Doc No**	67997	16255
	Doc Date	16-06-2020	
	Quote No	Nil	
GSTIN 36ADIPA9683N12W NA	**Quote Date**	16-06-2020	
2776-3763 / 6633-8763 9848035963	**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	4060 - Consumables - Tea Powder - NA - kgs *Lemon*	6.00	325.00	0.00	0.00	1,950.00
			Total Order Value . . .			**1,950.00**

Rupees : One Thousand Nine Hundred Fifty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'Nestle' brand
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	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 staff using purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*

Authorised Signatory

17/06/2020

Name : ____________

Accepted the above Terms And Conditions

For *Gautham Enterprises*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	15.06.2020
Site & Phase :	Head Office	Time:	10:56 am
		Req. No.	16255
Material required before date:		ID No.	57663

No	Description	Size	Quantity	Units	Inward No	Date
01	Lemon Tea	1 kg	06	No's		
	PO 67997					

Remarks: For Office use –

APPROVED
16 JUN 2020
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	Jai Kumar	Approved by	
Sign.& Date	15.06.2020	Sign.& Date	

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