

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		6-7-20		Prepared by:		T.Bhasker	
PO/WO no.		68267		PO / WO Date.		25/6/20	
Supplier Name		Crautha E-kg.		PO/WO amount		1260	
Firm/Company		SSCCP		Project		SSCCP	
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	195	3/7/20	1260				
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):			1260				
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			80820	☒ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
Amount B – Other Credits :							
Amount C – Other Debits :							
Amount D (D=A+B-C) – Amount to be credited to the supplier:			1260				
Amount E – PO / WO value:			1260				
Amount F – Difference (A – E):							
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			10/7/20				
Remarks: Part bill received and balance bill to be receivable.							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	6/7/20	6/7	MINISH PAR KH MANAGER PROCUREMENT				

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 transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

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

Buyer

Summit Sales LLP

Hyderabad : 36ACQFS2044C1Z7
 GSTIN/UIN : Telangana, Code : 36
 State Name :
 Place of Supply : Telangana

Invoice No.

195

Delivery Note

Supplier's Ref.

Buyer's Order No.

P.O.NO 68267 DT 25.6.20

Despatch Document No.

Despatched through

T

Terms of Delivery

Dated

3-Jul-2020

Mode/Terms of Payment

Other Reference(s)

Dated

3-Jul-2020

Delivery Note Date

Destination

SI 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	Nescafe Signature Premix	21011200	3 kg	355.93	kg		1,067.79	1,067.79	9%	96.10	9%	96.10	1,259.99
	CGST Output - 9%			9 %			96.10						
	SGST Output - 9%			9 %			96.10						
	Rounded Off						0.01						
Total			3 kg				₹ 1,260.00	1,067.79		96.10		96.10	



Amount Chargeable (in words) INR One Thousand Two Hundred Sixty Only

E. & O.E

INWARD	
Inward No: 4516	Dt: 4/7/20
MRN No: 80820	Dt: 4/7/20
Received By:	Sign: 84
SUMMIT SALES LLP	

Company's Bank Details

Bank Name

A/c No.

Branch & IFS Code

Andhra Bank

022231043001908

Amberpet Br & ANDB0000222

Certified by

Stores Manager

for Gautham Enterprises

Authorised Signatory

Declaration

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

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice



Purchase Order

Page(s) 1 Of 1

25-06-2020 15:22:02



68267

24.06.20 12:19:11

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	68267	14651
Doc Date	25-06-2020	
Quote No	Nil	
Quote Date	25-06-2020	
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	3.00	420.00	0.00	0.00	1,260.00
Total Order Value . . .					1,260.00

Rupees : One Thousand Two Hundred Sixty 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 Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra, 9502266233, Mahesh.

Penalty 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

Name : _____

Accepted the above Terms And Conditions

For **Gautham Enterprises**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		SSLLP		Date:		24.06.2020	
Site & Phase :		SHLLP		Time:		16.00	
Supplier				Req. No.		14651	
Material required before date:				ID No.		57902	
No	Description	Size	Quantity	Units	Inward No	Date	
1	NESCAFE COFFEE POWDER		3	PKTS			
2							
3							
4							
5							
6							
7							
8							
Remarks: FOR SSLLP STAFF USE							
Prepared By		SOWMYA		Approved by			
Sign.& Date		24.06.2020		Sign. & Date			

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

