PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	1/8/20	Prepared by:	Sowmya
PO/WO no.	69179	PO / WO Date.	27/7/20.
Supplier Name	Gautham Enterprises	PO/WO amount	1,910
Firm/Company	SSllp	Project	Shllp
Sl. No.	Bill No.	Bill Date	Bill amount
1.	877	30/7/20.	1,750
2.			
3.			
Amount A – Bills total(Excluding Transport &Hamali Charges):			1,750.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			81634	☑ 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:	1750
Amount E – PO / WO value:	1,910.
Amount F – Difference (A – E):	

Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Other (explained bel
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	8/8/20.

Remarks: Rate differences in Supplier bills.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accou Mana
Sign:	Sowmya						
Date	1/8/20.						

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/Wosupto Rs. 5,000/-, Purchase Manager upto 25,000/- and Purchase Directo thereafter. 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali char etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/-

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

Invoice No. 277	Dated **30-Jul-2020**
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. **69179 dated 27.7.20**	Dated **30-Jul-2020**
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

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	**Nescafe Signature Premix**	21011200	**3 kg**	355.93	kg		**1,067.79**	1,067.79	9%	96.10	9%	96.10	1,259.99
2	**Nestea Iced Premix 750grms**	21011200	**2 nos**	207.63	nos		**415.26**	415.26	9%	37.37	9%	37.37	490.00
							1,483.05						
	CGST Output - 9%			9	%		**133.47**						
	SGST Output - 9%			9	%		**133.47**						
	Rounded Off						**0.01**						
	Total						**₹ 1,750.00**	1,483.05		133.47		133.47	

Amount Chargeable (in words) **INR One Thousand Seven Hundred Fifty Only**

E. & O.E

MODI PROPERTIES PVT. LTD. INWARD No. 67971 Date 4/8

Certified by:
Stores Manager

INWARD
Inward No: 14647 Dt: 31/7/20
MRN No: 608164 Dt: 01/8/20
Received By: Sign:
SUMMIT SALES LLP

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.

for Gautham Enterprises

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

27-07-2020 13:41:44

69179
31.07.20 12:08:29

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**	69179	14715
	Doc Date	27-07-2020	
GSTIN -	**Quote No**	Nil	
	Quote Date	27-07-2020	
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	4011 - Consumables - Coffee Powder - NA - kgs	3.00	420.00	0.00	0.00	1,260.00
2	4060 - Consumables - Tea Powder - NA - kgs *Lemon*	2.00	325.00	0.00	0.00	650.00
			Total Order Value . . .			**1,910.00**

Rupees : One Thousand Nine Hundred Ten 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.
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

27/07/2020

Name : ____________

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP		
Site & Phase :	SHLLP	Date:	15.7.2020
Supplier		Time:	12.30
Material required before date:		Req. No.	14715
		ID No.p	58487

No	Description	Size	Quantity	Units	Inward No	Date
1	COFFEE POWDER -NESCAFE		3	PKTS		
2	LEMON TEA POWDER		2	PKTS		
3						
4						
5	PO 69179					
6						
7						
8						
9						

Remarks: FOR SSLLP STAFF USE

APPROVED
20/7/20
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	SOWMYA	Approved by	
Sign.& Date	15.07.2020	Sign. & Date	

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