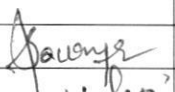


PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		16/8/20		Prepared by:		SOWMYA	
PO/WO no.		69178		PO / WO Date.		27/7/20	
Supplier Name		Gautham Enterprises		PO/WO amount		6,990	
Firm/Company		SSILP		Project		SSILP	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	276	30/7/20		6,510			
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						6,510	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.				☐ 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:						6,510	
Amount E – PO / WO value:						6,990	
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			14.8.2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	16/8/20						

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/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: 36ADPA0000

GSTIN/UIN: 36ADIPA9683N1ZW

State Name : Telangana, Code : 36

E-Mail : gautham_entps2424@yahoo.com

Buyer

Summit Sales LLP

Hyderabad

GSTIN/UIN

State Name

Place of Supply

: 36ACQFS2044C1Z7

: Telangana, Code : 36

: Telangana

Invoice No.

276

Delivery Note

Supplier's Ref.

Buyer's Order No.

69178 dated 27.7.20

Despatch Document No.

Despatched through

Terms of Delivery

Dated

30-Jul-2020

Mode/Terms of Payment

Other Reference(s)

Dated

30-Jul-2020

Delivery Note Date	
--------------------	--

Destination

[illegible]

E. & O.E

Company's Bank Details

Bank Name

A/c No.

Branch & IFS Code

: Andhra Bank

: 022231043001908

: Ameerpet Br & ANDB0000222

for Gautham Enterprises

Declaration

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

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

Page(s) 1 Of 1

27-07-2020 13:10:18



31.07.20 12:08:29

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	69178	16532
Doc Date	27-07-2020	
Quote No	Nil	
Quote Date	27-07-2020	
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	12.00	420.00	0.00	0.00	5,040.00
2 4060 - Consumables - Tea Powder - NA - kgs Lemon	6.00	325.00	0.00	0.00	1,950.00
Total Order Value . . .					6,990.00

Rupees : Six Thousand Nine Hundred Ninty 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**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

Accepted the above Terms And Conditions

For **Gautam Enterprises**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Summit Sales LLP Common Expenses		Date:		22.07.2020	
Site & Phase :		Head Office		Time:		10:56 am	
				Req. No.		16354	
Material required before date:				ID No.		58761	
No	Description	Size	Quantity	Units	Inward No	Date	
01	Lemon Tea	1 kg	06	No's			
02	Coffee	1Kg	12	No's			
Remarks: For Office use –							
Prepared By		Jai Kumar		Approved by			
Sign.& Date		22.06.2020		Sign.& Date			

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