PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6/8/20.	Prepared by:	SOWMYA
PO/WO no.	69178.	PO / WO Date.	27/7/20
Supplier Name	Gautham Enterprises	PO/WO amount	6,990.
Firm/Company	SSllp	Project	SSllp.
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:	Sowmya						
Date	6/8/20						

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: 36ADIPA9683N1ZW
State Name : Telangana, Code : 36
E-Mail : gautham_entps2424@yahoo.com

Invoice No. **276**	Dated **30-Jul-2020**
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. **69178 dated 27.7.20**	Dated **30-Jul-2020**
Despatch Document No.	Delivery Note Date
Despatched through	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	**Nescafe Signature Premix**	21011200	**12 kg**	355.93	kg		**4,271.16**	4,271.16	9%	384.40	9%	384.40	5,039.96
2	**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
							5,516.94						
	CGST Output - 9%			9	%		**496.52**						
	SGST Output - 9%			9	%		**496.52**						
	Total						**₹ 6,509.98**	5,516.94		496.52		496.52	

INWARD
Inward No: 326 Dt: 30/07/20
MRN No: Dt:
Received By: Samarjit Sign:
MODI PROPERTIES

Amount Chargeable (in words) **INR Six Thousand Five Hundred Nine and Ninety Eight paise Only**

E. & O.E

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 68006 Date 4/8

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 13:10:18

69178
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 **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
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:	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		
	PO 69178					

APPROVED

MINISH PARIKH
MANAGER PROCUREMENT

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.