PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	25/09/2020	Prepared by:	T.D. Murthy
PO/WO no.	70287	PO / WO Date.	09/09/2020
Supplier Name	Gautam Enterprises	PO/WO amount	Rs. 6,990/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	494	15/09/2020	Rs. 6,510/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 6,510/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	494	15/09/2020	-	☑ 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:				Rs. 6,510/-
Amount E – PO / WO value:				Rs. 6,990/-
Amount F – Difference (A – E):				Rs. -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	**03/10/2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 26 SEP 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	25/9/20	25/9					

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. **494**	Dated **15-Sep-2020**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **Summit Sales LLP** Hyderabad GSTIN/UIN : 36ACQFS2044C1Z7 PAN/IT No : State Name : Telangana, Code : 36	Buyer's Order No. **P.O.NO 70287/ 16480 DT 9.9.20**	Dated **15-Sep-2020**
	Despatch Document No.	Delivery Note Date
	Despatched through **SOMESH TS 10UB 5649**	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	MRP/ Marginal	Quantity	Rate	per	Disc. %	Amount
1	**Nescafe Signature Premix**	21011200		**12 kg**	355.93	kg		**4,271.16**
2	**Nestea Iced Premix 750grms**	21011200		**6 nos**	207.63	nos		**1,245.78**
								5,516.94
	CGST Output - 9%				*9*	%		**496.52**
	SGST Output - 9%				*9*	%		**496.52**
	Rounded Off							**0.02**
	Total							**₹ 6,510.00**

INWARD
Inward No: 479 Dt: 15/9/20
MRN No: Dt:
Received By: Samrat Sign:
MODI PROPERTIES

E. & O.E

Amount Chargeable (in words)

INR Six Thousand Five Hundred Ten Only

	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
	5,516.94	9%	496.52	9%	496.52	993.04
Total:	**5,516.94**		**496.52**		**496.52**	**993.04**

Tax Amount (in words) : **INR Nine Hundred Ninety Three and Four paise Only**

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 64604
Date 21/9
Sign.

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

for Gautham Enterprises

GAUTHAM ENTERPRISES Begumpet, Secunderabad-16.

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

 10-09-2020 11:50:08 Or

70287
08.09.20 12:15:09

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	**Doc No**	70287	16480
Shop No. 1-10-98/19, Begumpet, behind Panthalooms,Sec-Bad	**Doc Date**	09-09-2020	
	Quote No	Nil	
GSTIN 36ADIPA9683N12W NA	**Quote Date**	09-09-2020	
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	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 tea*	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 /	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	Transport cost shall be borne by us
arranty	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 : ________

Contact - -

Accepted the above Terms And Conditions

For ***Gautham Enterprises***

Name : ________

Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	08.09.2020
Site & Phase :	Head Office	Time:	04:13 pm
		Req. No.	16480
Material required before date:		ID No.	59765

No	Description	Size	Quantity	Units	Inward No	Date
01	Lemon Tea	1 kg	06	No's		
02	Coffee	1Kg	12	No's		
	P.O. 70287	APPROVED 09 AUG 2020 MINISH PARIKH MANAGER PROCUREMENT				

Remarks: For Office use –

Prepared By	Jai Kumar	Approved by	
Sign.& Date	08.09.2020	Sign.& Date	

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