

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		21/9/20		Prepared by:		SOWMYA	
PO/WO no.		69995		PO / WO Date.		1/9/20.	
Supplier Name		Gautham Enterprises		PO/WO amount		2,100.	
Firm/Company		88llp		Project		Shlp.	
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	492	15/9/20.	2,100				
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,100.				
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			83063	☒ 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:			2,100.				
Amount E – PO / WO value:			2,100				
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			26.9.2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	21/9/20	26/9/20	28 SEP 2020				

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.

492

Dated

15-Sep-2020

Delivery Note

Mode/Terms of Payment

Supplier's Ref.

Other Reference(s)

Buyer's Order No.

Dated

p.o.no 69995/ 14803 dt 1.9.20

15-Sep-2020

Despatch Document No.

Delivery Note Date

Despatched through

Destination

Somesh TS 10UB5649

Terms of Delivery

Buyer

Summit Sales LLP

Hyderabad

GSTIN/UIN : 36ACQFS2044C1Z7

PAN/IT No :

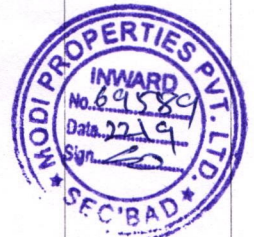
State Name : Telangana, Code : 36

18/9/20

SI No.	Description of Goods	HSN/SAC	MRP/ Marginal	Quantity	Rate	per	Disc. %	Amount
1	Nescafe Signature Premix	21011200		5 kg	355.93	kg		1,779.65
	CGST Output - 9%					9 %		160.17
	SGST Output - 9%					9 %		160.17
	Rounded Off							0.01
		Total		5 kg				₹ 2,100.00

INWARD	
Inward No: 14908	Dt: 15/9/20
MRN No: 83063	Dt: 18/9/20
Received By:	Sign:
SUMMIT SALES LLP	

Certified by:
Stores Manager



Amount Chargeable (in words)

INR Two Thousand One Hundred Only

E. & O.E

Taxable Value	Central Tax		State Tax		Total Tax Amount
	Rate	Amount	Rate	Amount	
1,779.65	9%	160.17	9%	160.17	320.34
Total:		1,779.65		160.17	320.34

Tax Amount (in words) : **INR Three Hundred Twenty and Thirty Four paise Only**

Company's Bank Details

Bank Name : Andhra Bank

A/c No. : 022231043001908

Branch & IFS Code: Ameerpet Br & ANDB0000222

Declaration

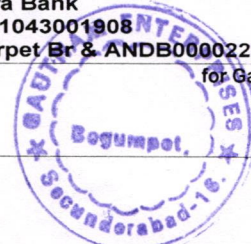
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Gautham Enterprises

 Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice



Purchase Order

Page(s) 1 Of 1

01-09-2020 2:19:20 PM



69995

27.08.20 2:29:38

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 2776-3763 / 6633-8763	NA 9848035963	Doc No	69995 14803
		Doc Date	01-09-2020
		Quote No	Nil
		Quote Date	01-09-2020
		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	5.00	420.00	0.00	0.00	2,100.00
Total Order Value . . .					2,100.00

Rupees : Two Thousand One Hundred 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
Measurement	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:	14.08.2020
Site & Phase :	SHLLP	Time:	15.00
Supplier		Req. No.	14803
Material required before date:		ID No.	59505

No	Description	Size	Quantity	Units	Inward No	Date
1	NESCAFE COFFEE POWDER		5	NOS		
2						
3						
4						
5						
6						
7						
8						
10						

Remarks:FOR SSLLP STAFF PURPOSE

Prepared By	SOWMYA	Approved by	
Sign.& Date	14.08.2020	Sign. & Date	

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