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	8sllp	Project	Shllp.
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	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]	[signature]				
Date	21/9/20	26/9/20					

APPROVED
28 SEP 2020
MINISH PARIKH
MANAGER PROCUREMENT

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. **p.o.no 69995/ 14803 dt 1.9.20**	Dated **15-Sep-2020**
Despatch Document No.	Delivery Note Date
Despatched through **Somesh TS 10UB5649**	Destination
Terms of Delivery	

Buyer
Summit Sales LLP
Hyderabad
GSTIN/UIN : 36ACQFS2044C1Z7
PAN/IT No :
State Name : Telangana, Code : 36

E 18/9/20.

Sl 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: 17/9/20
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 69589 Date 22/9 Sign.

Amount Chargeable (in words) *E. & O.E*
INR Two Thousand One Hundred Only

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

GAUTHAM ENTERPRISES Begumpet, Secunderabad-16.

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 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	**Doc No**	69995	14803
	Doc Date	01-09-2020	
	Quote No	Nil	
GSTIN 36ADIPA9683N12W NA	**Quote Date**	01-09-2020	
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	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.
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

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	69995					
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.

APPROVED
01 AUG 2020
MINISH PARIKH
MANAGER PROCUREMENT