PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	16/11/2020	Prepared by:	T.D. Murthy
PO/WO no.	71636	PO / WO Date.	28/10/2020
Supplier Name	Gautham Enterprises	PO/WO amount	Rs. 6,990/-
Firm/Company	Modi Properties PVT LTD	Project	Head Office
Sl. No.	Bill No.	Bill Date	Bill amount
1.	754	03/11/2020	Rs. 6,990/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 6,990/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	754	03/11/2020	-	☑ 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:	Rs. 6,990/-
Amount E – PO / WO value:	Rs. 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	**21/11/2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 16 NOV 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	16/11/20	16/11/20					

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.	Dated
754	**3-Nov-2020**
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No.	Dated
71636 Dated28.10.20	**3-Nov-2020**
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

Buyer
Modi Properties Pvt Ltd
Raniganj
Secunderabad
GSTIN/UIN : 36AABCM4761E1ZM
PAN/IT No :
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**Nescafe Signature Premix**	21011200	18 %	**12 kg**	355.93	kg		**4,271.16**
2	**Nestea Lemon 1 Kg**	21012090	18 %	**6 nos**	275.42	nos		**1,652.52**
								5,923.68
	CGST Output - 9%				9	%		**533.13**
	SGST Output - 9%				9	%		**533.13**
	Rounded Off							**0.06**
	Total							**₹ 6,990.00**

INWARD
Inward No: 631 Dt: 09/11/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

Amount Chargeable (in words) *E. & O.E*
INR Six Thousand Nine Hundred Ninety Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
21011200	4,271.16	9%	384.40	9%	384.40	768.80
21012090	1,652.52	9%	148.73	9%	148.73	297.46
Total	**5,923.68**		**533.13**		**533.13**	**1,066.26**

Tax Amount (in words) : **INR One Thousand Sixty Six and Twenty Six 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

 28-10-2020 14:05:12

Or

71636
20.10.20 4:01:43

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details			
Gautham Enterprises Shop No. 1-10-98/19, Begumpet, behind Panthalooms,Sec-Bad	**Doc No**	71636	16606
	Doc Date	28-10-2020	
GSTIN 36ADIPA9683N12W NA	**Quote No**	Nil	
2776-3763 / 6633-8763 9848035963	**Quote Date**	28-10-2020	
	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	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 ***Modi Properties Pvt.Ltd.***

Authorised Signatory

28/10/2020

Name : ______

Contact

Accepted the above Terms And Conditions

For ***Gautham Enterprises***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	20.10.2020
Site & Phase :	Head Office	Time:	20:30 pm
		Req. No.	16606
Material required before date:		ID No.	60932

No	Description	Size	Quantity	Units	Inward No	Date
01	Lemon Tea	1 kg	06	No's		
02	Coffee	1Kg	12	No's		

71636

APPROVED
28 OCT 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: For Office use --

Prepared By	Jai Kumar	Approved by	
Sign.& Date	20.10.2020	Sign.& Date	

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