

PURCHASE DIVISION
Advice for approval for credit to supplier

(e)

Date: 7/12/20		Prepared by: D.SOWMYA	
PO/WO no. 72070		PO / WO Date. 11/11/20.	
Supplier Name Gautham Enterprises		PO/WO amount 2,100.	
Firm/Company SSlp		Project SSlp	
Sl. No.	Bill No.	Bill Date	Bill amount
1	852	25/11/20.	2,100
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,100
Sl. No.	DC No	DC. Date	MRN No.
1.			DC matches MRN
2.			☐ Yes ☐ No
3.			☐ Yes ☐ No
Amount B – Other Credits : Transportation charges			
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): GST-18%			
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 / WO?		☒ Yes ☐ No – wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes – Rs. ___/- ☒ No	
Payment – due date		5.12.2020	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	7/12/20	8/12	
			Accounts – receiver of bill
			Accountant
			Accounts Manager

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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. 852	Dated 25-Nov-2020
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. P O no: 72070 dt: 11/11/20	Dated 25-Nov-2020
Despatch Document No.	Delivery Note Date
Despatched through Mr.Raghu	Destination
Terms of Delivery	

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

2/12/20

SI No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	Nescafe Signature Premix	21011200	18 %	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



Amount Chargeable (in words)

INR Two Thousand One Hundred Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
21011200	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

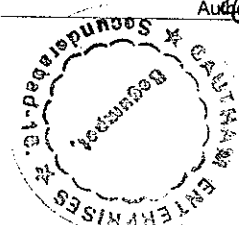
Authorized Signatory

INWARD	
Inward No: 15314	Dt: 25/11/20
MRN No:	Dt:
Received By:	Sign: <i>al</i>
SUMMIT SALES LLP	

SUBJECT TO HYDERABAD DISTRICT

This is a Computer Generated Invoice

Stores Manager



Purchase Order

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11-11-2020 11:38:46



72070

06.11.20 4:55:09

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
Shop No. 1-10-98/19, Begumpet, behind Panthalooms, Sec-Bad

GSTIN 36ADIPA9683N12W NA
2776-3763 / 6633-8763 9848035963

Doc No	72070	168122
Doc Date	11-11-2020	
Quote No	Nil	
Quote Date	11-11-2020	
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 NESCAFE	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 /	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	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 :

Contact :-

Accepted the above Terms And Conditions

For **Gautham Enterprises**

Name :

Date : _/_/

Requisition Form

Company Name:		SSLLP		Date:		10.11.2020	
Site & Phase :		SHLLP		Time:		11.00	
Supplier				Req. No.		168122	
Material required before date:				ID No.		61415	
No.	Description	Size	Quantity	Units	Inward No	Date	
1	NESCAFE COFFEE POWDER		5	NOS			
2							
3							
4							
5							
6							
7							
8							
9							
P.O. 72040 APPROVED 11 NOV 2020 MINISH PARIKH MANAGER PROCUREMENT							
Remarks: FOR SSLP OFFICE USE							
Prepared By		SOWMYA		Approved by			
Sign. & Date		10.11.2020		Sign. & Date			

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