

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

Date:	24/12/20	Prepared by:	NEHA .C
PO/WO no.	72891	PO / WO Date.	11/12/20
Supplier Name	Gautham Enterprises	PO/WO amount	6,990 /-
Firm/Company	SLLP	Project	Head office
Sl. No.	Bill No.	Bill Date	Bill amount
1	1012	17/12/20	6,990 /-
2			
3			
4			

Amount A - Bills total(Excluding Transport & Hamali Charges):

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.				<input type="checkbox"/> Yes <input type="checkbox"/> No
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No

Amount B - Other Credits : Transportation charges

Amount C - Other Debits :

Amount D (D=A+B-C) - Amount to be credited to the supplier:

Amount E - PO / WO value:

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 / W?O  Yes  No - wait for balance material  No (explained below)

Advance paid / PDC given (deduct when paying)  Yes - Rs. /-  No

Payment - due date 28/12/20

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:							
Date	24/12/20	26/12/20					

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. 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)

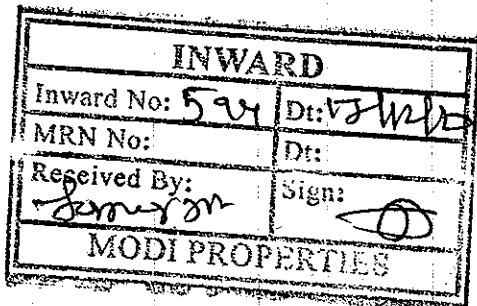
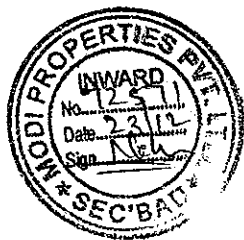
**Gautham Enterprises**  
 1-10-98/19, Vallabh Nagar, Begumpet, Secunderabad  
 Pin-500016 Ph.27763763, 40211963  
 GSTIN/UIN: 36ADIPA9683N1ZW  
 State Name : Telangana, Code : 36  
 E-Mail : gautham\_entps2424@yahoo.com

Invoice No. <b>1012</b>	Dated <b>17-Dec-20</b>
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No.	Dated
Po no: 72891 dt: 11/12/20	<b>17-Dec-20</b>
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination
Terms of Delivery	

Consignee (Ship to)  
**Summit Sales LLP**  
 Hyderabad  
 GSTIN/UIN : 36ACQFS2044C1Z7  
 State Name : Telangana, Code : 36

Buyer (Bill to)  
**Summit Sales LLP**  
 Hyderabad  
 GSTIN/UIN : 36ACQFS2044C1Z7  
 State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate (Incl. of Tax)	Rate	per	Disc. %	Amount
1	Nescafe Signature Premix	21011200	18 %	12 kg	420.00	355.93	kg		4,271.16
2	Nestea Lemon 1 Kg	21012090	18 %	6 nos	325.00	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** E. & O.E

Amount Chargeable (in words)  
**INR Six Thousand Nine Hundred Ninety Only**

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	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
<b>Total</b>	<b>5,923.68</b>		<b>533.13</b>		<b>533.13</b>	<b>1,066.26</b>

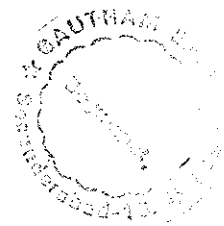
Tax Amount (in words) : **INR One Thousand Sixty Six and Twenty Six paise Only**

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  
 [Signature]  
 Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION  
 This is a Computer Generated Invoice





Requisition Form

Company Name:		Summit Sales LLP Common Expenses	Date:	07.12.2020		
Site & Phase :		Head Office	Time:	04:30 pm		
			Req. No.	16734		
Material required before date:			ID No.	62223		
No	Description	Size	Quantity	Units	Inward No	Date
01	Lemon Tea	1 kg	06	No's		
02	Coffee	1Kg	12	No's		
Remarks: For Office use -						
Prepared By	Jai Kumar		Approved by			
Sign. & Date	07.12.2020		Sign. & Date			

R.O. 72891  
**APPROVED**  
 11 DEC 2020  
 MINISH PARIKH  
 MANAGER PROCUREMENT

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