PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/01/2021	Prepared by:	D.SOWMYA
PO/WO no.	73486	PO / WO Date.	04/01/2021
Supplier Name	Gautham Enterprises	PO/WO amount	5040/-
Firm/Company	SSLP	Project	Head office
Sl. No.	Bill No.	Bill Date	Bill amount
1	1161	06/01/2021	5,040/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,040/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.				□ Yes □ No
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:	5040/-
Amount E – PO / WO value:	5040/-
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	**16.1.2021**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha						
Date	12/01/2021	12/1					

APPROVED
12 JAN 2021
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. 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. **1161**	Dated **6-Jan-21**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date.	Other References
Consignee (Ship to) **Summit Sales LLP** Hyderabad GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **P.O.NO 73486 DT 4.1.21**	Dated **6-Jan-21**
	Dispatch Doc No.	Delivery Note Date
Buyer (Bill to) **Summit Sales LLP** Hyderabad GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Dispatched through **T**	Destination
	Terms of Delivery	

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**
	CGST Output - 9%					9	%		**384.40**
	SGST Output - 9%					9	%		**384.40**
	Rounded Off								**0.04**
	Total			**12 kg**					**₹ 5,040.00**

E. & O.E

Amount Chargeable (in words)

INR Five Thousand Forty 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
Total	**4,271.16**		**384.40**		**384.40**	**768.80**

Tax Amount (in words) : **INR Seven Hundred Sixty Eight and Eighty paise Only**

Company's Bank Details
Bank Name : **Andhra Bank**
A/c No. : **022231043001908**
Branch & IFS Code : **Ameerpet Br & UBIN0802221**

for Gautham Enterprises

Authorised Signatory

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

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

INWARD
Inward No: 677 Dt: 06/1/21
MRN No: Dt:
Received By: Sampath Sign:
PROPERTIES

GAUTHAM ENTERPRISES Begumpet, Secunderabad-16.

MODI PROPERTIES PVT LTD SEC'BAD INWARD No. 73167 Date 8/1

Purchase Order

 04-01-2021 12:29:26 Orig 73486

31.12.20 3:26:35

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		**Doc No**	73486	16793
Shop No. 1-10-98/19, Begumpet, behind Panthalooms,Sec-Bad		**Doc Date**	04-01-2021	
		Quote No	Nil	
GSTIN 36ADIPA9683N12W	NA	**Quote Date**	04-01-2021	
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	12.00	420.00	0.00	0.00	5,040.00
				Total Order Value . . .		**5,040.00**

Rupees : Five Thousand Fourty Only.

Terms and Conditions :-

Specification /	All items shall be of brand.
Payment Terms	nill
Tax	All taxes included in above price.
Delivery Date	With in 4 days
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	Included
Warranty	Nil
Advance Paid	nill
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for site
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:	Summit Sales LLP Common Expenses	Date:	02.01.2021
Site & Phase :	Head Office	Time:	02:52 pm
		Req. No.	16793
Material required before date:		ID No.	62781

No	Description	Size	Quantity	Units	Inward No	Date
01	Coffee P.O. 73486	1Kg	12	No's		

Remarks: For Office use –

APPROVED
04 JAN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

Prepared By	Jai Kumar	Approved by	
Sign.& Date	02.01.2021	Sign.& Date	

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