

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

|               |                     |               |             |
|---------------|---------------------|---------------|-------------|
| Date:         | 18/01/2021          | Prepared by:  | NEHA        |
| PO/WO no.     | 73271               | PO / WO Date. | 24/12/2020  |
| Supplier Name | Gautham Enterprises | PO/WO amount  | 2100/-      |
| Firm/Company  | SSLP                | Project       | SHLP        |
| Sl. No.       | Bill No.            | Bill Date     | Bill amount |
| 1             | 1127                | 02/01/2021    | 2100/-      |
| 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               | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below) |
| Is difference between PO / Bill acceptable?   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explained below)                                                                                     |
| Excess / short material received              | <input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)                                                     |
| Close PO / W?O                                | <input type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)                                        |
| Advance paid / PDC given (deduct when paying) | <input type="checkbox"/> Yes – Rs. /- <input checked="" type="checkbox"/> No                                                                                              |
| Payment – due date                            | 23/01/2021                                                                                                                                                                |

Remarks:

|             |                  |                  |                     |    |                             |            |                  |
|-------------|------------------|------------------|---------------------|----|-----------------------------|------------|------------------|
| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | MD | Accounts – receiver of bill | Accountant | Accounts Manager |
| Sign:       |                  |                  |                     |    |                             |            |                  |
| Date        | 18/01/2021       | 18/1             | 19 JAN 2021         |    |                             |            |                  |

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/-.

# TAX INVOICE

(ORIGINAL FOR RECEIPT)

|                           |                 |
|---------------------------|-----------------|
| Invoice No.               | Dated           |
| 1127                      | 2-Jan-21        |
| Delivery Note             | Mode/Terms of P |
| Reference No. & Date.     | Other Reference |
| Buyer's Order No.         | Dated           |
| Po no: 73271 dt: 24/12/20 | 2-Jan-21        |
| Dispatch Doc No.          | Delivery Note D |
| Dispatched through        | Destination     |
| Balu                      |                 |
| Terms of Delivery         |                 |

Gautham Enterprises  
1-108/19, Vallabh Nagar, Begumpet, Secunderabad  
Pin-500016 Ph.27763763, 40211963  
GSTIN/UIN: 36ADIPA9683N1ZW  
State Name: Telangana, Code: 36  
E-Mail: gautham\_entps2424@yahoo.com  
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 %     | 5 kg     | 420.00              | 355.93 | kg  |         | 1,779.65   |
|       | CGST Output - 9%         |          |          |          |                     |        |     | 9 %     | 160.17     |
|       | SGST Output - 9%         |          |          |          |                     |        |     | 9 %     | 160.17     |
|       | Rounded Off              |          |          |          |                     |        |     |         |            |
|       | Total                    |          |          | 5 kg     |                     |        |     |         | ₹ 2,100.00 |



Amount Chargeable (in words)

Two Thousand One Hundred Only

HSN/SAC

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---------|---------------|------------------|--------------------|----------------|------------------|------------------|
| 11200   | 1,779.65      | 9%               | 160.17             | 9%             | 160.17           | 320.34           |
| Total   | 1,779.65      |                  | 160.17             |                | 160.17           | 320.34           |

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 & UBIN0802221

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

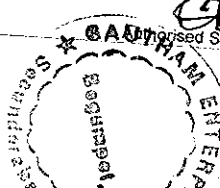
SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

for Gautham Enterprises

Authorized Signatory

|                  |             |
|------------------|-------------|
| INWARD           |             |
| Inward No: 15571 | Dt: 6/01/21 |
| MRN No:          | Dt:         |



## TAX INVOICE

(ORIGINAL FOR RECEIPT)

## Gautham Enterprises

103/19, Vallabh Nagar, Begumpet, Secunderabad  
 n-500016 Ph.27763763,40211963  
 STIN/UIN: 36ADIPA9683N1ZW  
 State Name : Telangana, Code : 36  
 Mail : gautham\_entps2424@yahoo.com  
 consignee (Ship to)

## Jummit Sales LLP

Hyderabad  
 STIN/UIN : 36ACQFS2044C1Z7  
 State Name : Telangana, Code : 36  
 Buyer (Bill to)

## Jummit Sales LLP

Hyderabad  
 STIN/UIN : 36ACQFS2044C1Z7  
 State Name : Telangana, Code : 36

|                           |                    |
|---------------------------|--------------------|
| Invoice No.               | Dated              |
| 1127                      | 2-Jan-21           |
| Delivery Note             | Mode/Terms of Paym |
| Reference No. & Date.     | Other References   |
| Buyer's Order No.         | Dated              |
| Po no: 73271 dt: 24/12/20 | 2-Jan-21           |
| Dispatch Doc No.          | Delivery Note Date |
| Dispatched through        | Destination        |
| Balu                      |                    |
| Terms of Delivery         |                    |

| Description of Goods     | HSN/SAC  | GST Rate | Quantity | Rate (incl. of Tax) | Rate   | per | Disc. % | Amount  |
|--------------------------|----------|----------|----------|---------------------|--------|-----|---------|---------|
| Nescafe Signature Premix | 21011200 | 18 %     | 5 kg     | 420.00              | 355.93 | kg  |         | 1,779   |
| CGST Output - 9%         |          |          |          |                     |        | 9 % |         | 160     |
| SGST Output - 9%         |          |          |          |                     |        | 9 % |         | 160     |
| Rounded Off              |          |          |          |                     |        |     |         | 0       |
| Total                    |          |          |          | 5 kg                |        |     |         | ₹ 2,100 |

Amount Chargeable (in words)

INR Two Thousand One Hundred Only

HSN/SAC

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---------|---------------|------------------|--------------------|----------------|------------------|------------------|
| 011200  | 1,779.65      | 9%               | 160.17             | 9%             | 160.17           | 320.34           |
| Total   | 1,779.65      |                  | 160.17             |                | 160.17           | 320.34           |

x 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 &amp; IFS Code : Ameerpet Br &amp; UBIN0802221

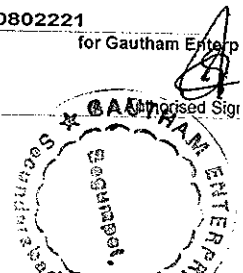
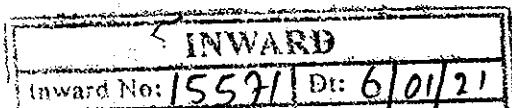
Declaration

I/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

for Gautham Enterprises



|                     |  |                                                            |  |                       |  |                       |  |            |  |             |  |
|---------------------|--|------------------------------------------------------------|--|-----------------------|--|-----------------------|--|------------|--|-------------|--|
| Gautham Enterprises |  | Shop No. 1-10-98/19, Begumpet, behind Panthalooms, Sec-Bad |  | GSTIN 36ADIPA9683N12W |  | 2776-3763 / 6633-8763 |  | 9848035963 |  | NA          |  |
| Doc No              |  | 73271                                                      |  | 168248                |  | Doc Date              |  | 24-12-2020 |  | Quote No    |  |
|                     |  |                                                            |  |                       |  |                       |  | NII        |  | Quote Date  |  |
|                     |  |                                                            |  |                       |  |                       |  | 24-12-2020 |  | Supply Type |  |
|                     |  |                                                            |  |                       |  |                       |  |            |  | 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 'NCL' brand.

Payment Terms 100% Advance

Tax All taxes included in above price.

Delivery Date With in 4 days

Delivery Location Summit Housing LLP

Cherlapally,Behind Kingston PG college, Hyderabad

Phone. 9618244433, Hamendra,9502266233, Mahesh.

Penalty For Delay

Transportation Cost Included

Warranty

Advance Paid Rs.31,000/- by RTGS

Other Terms

We reserve the right to reject items not conforming to quality and specifications. Above order for site

Completion Date

Measurement

Security

Remarks

For Summit Sales LLP

Authorised Signatory

Name :

24/12/2020

Name :

Date : / /

For Gautham Enterprises

Accepted the above Terms And Conditions

# Requisition Form

|                                |                    |          |          |
|--------------------------------|--------------------|----------|----------|
| Company Name:                  | Summit sales llp   | Date:    | 24.12.20 |
| Site & Phase :                 | Summit housing llp | Time:    | 11.00    |
| Supplier                       |                    | Req. No. | 168248   |
| Material required before date: |                    | ID No.   | G2561    |

| No | Description           | Size | Quantity | Units | Inward No |
|----|-----------------------|------|----------|-------|-----------|
| 1  | NESCAFE COFFEE POWDER |      | 5        | NOS   |           |
| 2  |                       |      |          |       |           |
| 3  |                       |      |          |       |           |
| 4  |                       |      |          |       |           |
| 5  |                       |      |          |       |           |
| 6  |                       |      |          |       |           |
| 7  |                       |      |          |       |           |
| 8  |                       |      |          |       |           |
| 9  |                       |      |          |       |           |
| 10 |                       |      |          |       |           |
| 11 |                       |      |          |       |           |
| 12 |                       |      |          |       |           |

APPROVED  
24 DEC 2020  
MINISH PARIKH  
MANAGER PROCUREMENT

Remarks: For sslp office use

|              |          |              |  |
|--------------|----------|--------------|--|
| Prepared By  | SOWMYA   | Approved by  |  |
| Sign. & Date | 24.12.20 | Sign. & Date |  |

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