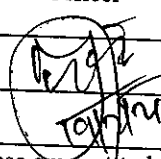
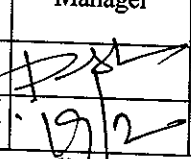


PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		19/02/2021		Prepared by:		T.D. Murthy	
PO/WO no.		74454		PO / WO Date.		04/02/2021	
Supplier Name		Gautham Enterprises		PO/WO amount		Rs. 2,425/-	
Firm/Company		Summit Sales LLP		Project		SHLLP	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	1407	09/02/2021		Rs. 2,425/-			
2.	-	-		-			
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						Rs. 2,425/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	1407	09/02/2021	88586	☒ 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. 2,425/-	
Amount E – PO / WO value:						Rs. 2,425/-	
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 / WO			☒ Yes ☐ No – wait for balance material ☐ No (explained below)				
Advance paid / PDC given (deduct when paying)			☐ Yes – Rs. /- ☒ No				
Payment – due date			27/02/2021				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	19/2						

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

Purchase Order



74454

05.02.21 11:33:36

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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

Doc No 74454 168366

Doc Date 04-02-2021

Quote No Nil

Quote Date 04-02-2021

SupplyType Supply

GSTIN 36ADIPA9683N12W NA

2776-3763 / 6633-8763 9848035963

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
2 4060 - Consumables - Tea Powder - NA - kgs lemon	1.00	325.00	0.00	0.00	325.00
Total Order Value . . .					2,425.00

Rupees : Two Thousand Four Hundred Twenty Five Only.

Terms and Conditions :-

Specification / Brand All items shall be of 1st quality brand.

Payment Terms nil

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

Penalty For Delay Nil

Transportation Cost Included

Warranty Nil

Advance Paid nil

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

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Gautham Enterprises**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Summit sales llp		Date:		3.2.2021	
Site & Phase :		Summit housing llp		Time:		11.00	
Supplier				Req. No.		168366	
Material required before date:				ID No.		63630	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Nescafe coffee powder		5	pkts			
2	Lemon tea powder		1	pkts			
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
Remarks: for sslp staff use							
Prepared By		SOWMYA		Approved by			
Sign. & Date		3.2.2021		Sign. & Date			

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