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 / W?O	☑ 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:	[signature]	[signature]					
Date	19/2/21	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

TAX INVOICE *(ORIGINAL FOR RECIPIENT)*

Gautham Enterprises
1-10-?/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. **1407**	Dated **9-Feb-21**
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No. **Po no: 74454 dt: 4/2/21**	Dated **9-Feb-21**
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

12/2/21.

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**
2	**Nestea Lemon 1 Kg**	21012090	18 %	**1 nos**	325.00	275.42	nos		**275.42**
									2,055.07
	CGST Output - 9%					9	%		**184.96**
	SGST Output - 9%					9	%		**184.96**
	Rounded Off								**0.01**
	Total								**₹ 2,425.00**

Amount Chargeable (in words) *E. & O.E*
INR Two Thousand Four Hundred Twenty Five Only

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
21012090	275.42	9%	24.79	9%	24.79	49.58
Total	**2,055.07**		**184.96**		**184.96**	**369.92**

Tax Amount (in words) : **INR Three Hundred Sixty Nine and Ninety Two paise Only**

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

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
Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION
This is a Computer Generated Invoice

INWARD
Inward No: 15808 Dt: 10/2/21
GRN No: 88586 Dt: 11/2/21
Received By: Sign:
SUMMIT SALES LLP

No. 4991 Dt. 15/2

Certified by:
Stores Manager

Purchase Order

 04-02-2021 12:29:33

74454
05.02.21 11:33:36

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	
GSTIN 36ADIPA9683N12W NA	**Quote Date**	04-02-2021	
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	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	nill
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
Penality For Delay	Nil
Transportation Cost	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 use
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***
Authorised Signatory

Name : 06/02/2021

Accepted the above Terms And Conditions
For ***Gautham Enterprises***

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	444454					
6						
7						
8						
9						
10						
11						
12						
13						
14						

APPROVED
06 FEB 2021
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: for ssllp 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.