

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 9/3/21		Prepared by: NEHA	
PO/WO no. 74847		PO / WO Date. 16/2/21	
Supplier Name Gautham Enterprises		PO/WO amount 6990/-	
Firm/Company SSIP		Project -Ho	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1483	20/2/21	6,990/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			6990/-
Sl. No.	DC No	DC. Date	MRN No.
1.			DC matches MRN ☐ 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:			6990/-
Amount E - PO / WO value:			6990/-
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		12/3/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			11 MAR 2021
Date	9/3/21	11/3	

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/-

Purchase Order

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17-02-2021 10:10:34



74847

16.02.21 11:18:37

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
GST No. : 36ACQFS2044C1Z7

Supplier Details

Gautham Enterprises
Shop No. 1-10-98/19, Begumpet, behind Panthalooms, Sec-Bad.

Doc No	74847	182633
Doc Date	16-02-2021	
Quote No	Nil	
Quote Date	16-02-2021	
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	12.00	420.00	0.00	0.00	5,040.00
2 4060 - Consumables - Tea Powder - NA - kgs Lemon	6.00	325.00	0.00	0.00	1,950.00
Total Order Value . . .					6,990.00

Rupees : Six Thousand Nine Hundred Ninty Only.

Terms and Conditions :-**Specification /** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** All taxes included in above price.**Delivery Date** Next Working Day.

Delivery Location Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551

Penalty For Delay Nil**Transportation** Transport cost shall be borne by us.**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 purpose.**Completion Date** NA**Measurment** NA**Security** Nil**Remarks**For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Gautham Enterprises**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

[illegible]

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