

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		06/04/2021		Prepared by:		MINISH.	
PO/WO no.		75866		PO / WO Date.		23/03/2021	
Supplier Name		Gautham Enterprises		PO/WO amount		2,520/-	
Firm/Company		SS LLP.		Project		SHLLP.	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	1694	25/03/2021		2,520/-			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						2,520/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			90617	☒ 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:						✓ 2,520/-	
Amount E – PO / WO value:						2,520/-	
Amount F – Difference (A – E): GST-18%						NIL	
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			09/04/2021				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	27.3.21						

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/-

(ORIGINAL FOR RECIPIENT)

Invoice No. 1694	Dated 25-Mar-21
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References TS10UA0143
Buyer's Order No. Po no: 75866 dt: 23-3-21	Dated 25-Mar-21
Dispatch Doc No.	Delivery Note Date
Dispatched through Mr.Shekar	Destination
Terms of Delivery	

E. & O.E

Authorised Signatory

16097
 90617
 SUMMIT SALES,LLP

Stores Manager

Purchase Order

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25-03-2021 13:07:03

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



75866

24.03.21 11:09:56

Supplier Details

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

GSTIN 36ADIPA9683N12W

NA

2776-3763 / 6633-8763

9848035963

Doc No	75866	168522
Doc Date	23-03-2021	
Quote No	Nil	
Quote Date	23-03-2021	
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	6.00	420.00	0.00	0.00	2,520.00
Total Order Value . . .					2,520.00
Rupees : Two Thousand Five Hundred Twenty Only.					

Terms and Conditions :-**Specification /** All items shall be of 'Nestle' brand**Payment Terms** After Delivery & Production of bill**Tax** Inclusive of all taxes**Delivery Date** Next Day.

Delivery Location Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

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 staff using purpose.**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 : __/__/__

[illegible]

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

APPROVED
25 MAR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE