

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 06/04/2021		Prepared by: MINISH.	
PO/WO no. 75862		PO / WO Date. 23/03/2021	
Supplier Name Gautham Buterprisy.		PO/WO amount 5,040/-	
Firm/Company SSLCP.		Project HO.	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1895.	25/03/2021	5,040/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges): 5,040/-			
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.			90970 ☒ 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: 5,040/-			
Amount E – PO / WO value: 5,040/-			
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
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/-

TAX INVOICE

(ORIGINAL FOR RECIPIENT)

Gautham Enterprises

1-10-98/19, 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)

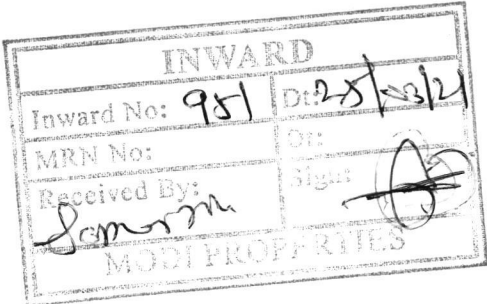
Summit Sales LLP

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

Summit Sales LLP

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

Invoice No. 1695	Dated 25-Mar-21
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References TS10UA0143
Buyer's Order No. Po no:75862 dt: 23/3/21	Dated 25-Mar-21
Dispatch Doc No.	Delivery Note Date
Dispatched through Mr.Shekar	Destination
Terms of Delivery	

SI No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate (Incl. of Tax)	Rate per	Disc. %	Amount
1	Nescafe Signature Premix	21011200	18 %	12 kg	420.00	355.93 kg		4,271.16
	CGST Output - 9%					9 %		384.40
	SGST Output - 9%					9 %		384.40
	Rounded Off							0.04
								
								
	Total			12 kg				₹ 5,040.00

Amount Chargeable (in words)

INR Five Thousand Forty Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
21011200	4,271.16	9%	384.40	9%	384.40	768.80
Total	4,271.16		384.40		384.40	768.80

Tax Amount (in words) : **INR Seven Hundred Sixty Eight and Eighty 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

Purchase Order

Page(s) 1 of 1

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



75862

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	75862	182715
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	12.00	420.00	0.00	0.00	5,040.00
Total Order Value . . .					5,040.00

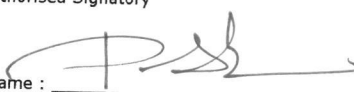
Rupees : Five Thousand Fourty Only.

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 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 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 : __/__/__

Requisition Form

Company Name:		Summit Sales LLP Common Expenses	Date:	23.03.2021		
Site & Phase :		Head Office	Time:	10:58 am		
			Req. No.	182715		
Material required before date:			ID No.	64916		
No	Description	Size	Quantity	Units	Inward No	Date
01	Coffee	1Kg	12	No's		
Remarks: For Office use –						
Prepared By	Jai Kumar	Approved by		APPROVED 25 MAR 2021		
Sign.& Date	23.03.2021	Sign.& Date				

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

ns. P. PRABHAKAR
Sr. MANAGER PURCHASE