PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	7/6/21	Prepared by:	HEMENDRA
PO/WO no.	77363	PO / WO Date.	2/6/21
Supplier Name	Gautham Enterprises	PO/WO amount	2,250/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	232	3/6/21	2,250/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,250/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	232	3/6/21	92456	☑ 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:	2,250/-
Amount E – PO / WO value:	2,250/-
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	
Remarks: Labour Rs 20/-	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 08 JUN 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date							

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
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

Invoice No. 232	Dated 3-Jun-21
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References **TS10UB3122**
Buyer's Order No. **po no: 77363 dt: 2/6/21**	Dated **3-Jun-21**
Dispatch Doc No.	Delivery Note Date
Dispatched through **Mr.Shekar**	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

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**	450.00	381.36	kg		**1,906.80**
	CGST Output - 9%					9	%		171.61
	SGST Output - 9%					9	%		171.61
	Less : *Rounded Off*								(-)0.02
	Total			**5 kg**					**₹ 2,250.00**

Amount Chargeable (in words) E. & O.E

INR Two Thousand Two Hundred Fifty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
21011200	1,906.80	9%	171.61	9%	171.61	343.22
Total	**1,906.80**		**171.61**		**171.61**	**343.22**

Tax Amount (in words) : **INR Three Hundred Forty Three and Twenty 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

GAUTHAM ENTERPRISES Begumpet, Secunderabad-16.

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

INWARD
Inward No: 16423 Dt: 4/6/21
MRN No: 92456 Dt: 4/6/21
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 80847
Date 7/6
Sign.

Purchase Order

 03-06-2021 10:02:28 AM

77363 v.Copy

06 05 21 4 35 40

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	**Doc No**	77363	168693
Shop No. 1-10-98/19, Begumpet, behind Panthalooms,Sec-Bad	**Doc Date**	02-06-2021	
	Quote No	Nil	
GSTIN 36ADIPA9683N12W NA	**Quote Date**	01-06-2021	
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	450.00	0.00	0.00	2,250.00
					Total Order Value . . .	**2,250.00**

Rupees : Two Thousand Two Hundred Fifty Only.

<u>Terms and Conditions :-</u>

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

Name : 04/06/2021

Accepted the above Terms And Conditions

For ***Gautham Enterprises***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	21.05.2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	10:00
Supplier		Req. No.	168693
Material required before date:		ID No.	66354

No	Description	Size	Quantity	Units	Inward No	Date
1	Coffee Powder		5	Packets		

Remarks:For Office Staff Use Purpose			
Prepared By	BHAVANI		
Sign.& Date	21.05.2021	Sign. & Date	APPROVED 31 MAY 2021 P. PRABHAKAR Sr. MANAGER PURCHASE

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

77363