

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/6/21	Prepared by:	HEMENDRA
PO/WO no.	76768	PO / WO Date.	28/4/21
Supplier Name	Gandham Express	PO/WO amount	5400/-
Firm/Company	SSLLP	Project	MPEL-HD
Sl. No.	Bill No.	Bill Date	Bill amount
1			
2	178	7/5/21	5,400/-
3			
4			

Amount A - Bills total(Excluding Transport & Hamali Charges):

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	178	7/5/21		☒ 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:

Amount E - PO / WO value:

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:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:							
Date			12 JUN 2021				
			MINISH PARIKH MANAGER PROCUREMENT				

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.	Dated
178	7-May-21
Delivery Note	Mode/Terms of Payment
Reference No. & Date	Other References
Buyer's Order No.	Dated
p.o.no 76768 DT 28.4.21	7-May-21
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination
Shekappa	PS10EB7971
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	450.00	381.36 kg		4,576.32
	CGST Output - 9%					9 %		411.87
	SGST Output - 9%					9 %		411.87
	Less : Rounded Off							(-)0.06
	Total			12 kg				₹ 5,400.00

Amount Chargeable (in words)

INR Five Thousand Four Hundred Only

E. & O.E.

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
21011200	4,576.32	9%	411.87	9%	411.87	823.74
Total	4,576.32		411.87		411.87	823.74

Tax Amount (in words) : **INR Eight Hundred Twenty Three and Seventy Four paise Only**

Company's Bank Details

Bank Name : Union Bank of India
 A/c No. : 022231043001908
 Branch & IFS Code : Ameerpet Br & UBIN0802221

Declaration

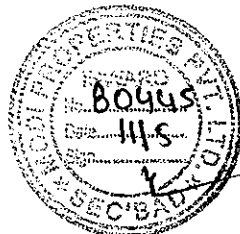
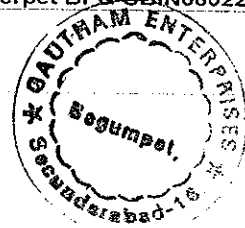
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Gautham Enterprises

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice



Purchase Order

Page(s) 1 Of 1

11-06-2021 2:56:12 PM



76768

16.04.21 1:14:54

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

GSTIN 36ADIPA9683N12W NA
2776-3763 / 6633-8763 9848035963

Doc No	76768	182805
Doc Date	28-04-2021	
Quote No	Nil	
Quote Date	28-04-2021	
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	450.00	0.00	0.00	5,400.00
Total Order Value . . .					5,400.00
Rupees : Five Thousand Four Hundred 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

Company Name:		Summit Sales LLP Common Expenses		Date:	27.04.2021	
Site & Phase :		Head Office		Time:	05:24 pm	
				Req. No.	182805	
Material required before date:				ID No.	65755	
No	Description	Size	Quantity	Units	Inward No	Date
01	Coffee	1Kg	12	No's		
Remarks: For Office use –						
Prepared By		Jai Kumar		Approved by		
Sign.& Date		27.04.2021		Sign.& Date		

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