PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	2/8/21	Prepared by:	HIEMENDRA
PO/WO no.	78417	PO / WO Date.	21/7/21
Supplier Name	Gautham Engg.	PO/WO amount	2,250/-
Firm/Company	SSLLP	Project	SLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	534	31/7/21	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.	534	31/7/21	94634	☐ ~~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	9/8/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 03 AUG 2021				
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
1-10-98/19, Vallabh Nagar,Begumpet, Secunderabad
Pin-500016 Ph.27763763,40211963
GSTIN/UIN: 36ADIPA9683N1ZW
State Name : Telangana, Code : 36
Contact : 040 -27763763,40211963,98480 35963
E-Mail : gautham_entps2424@yahoo.com

Invoice No. **534**	Dated **31-Jul-21**
Delivery Note **P.O.NO - 78417 dt 28.7.21**	
Reference No. & Date.	Other References
Buyer's Order No.	Dated
Dispatch Doc No.	Delivery Note Date **31-Jul-21**
Dispatched through **SOMESH**	Destination **TS 10UB 3123**

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
Place of Supply : Telangana

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**

INWARD
Inward No: 16708 Dt: 2/8/21
MRN No: 94634 Dt: 02/8/21
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

SUMMIT SALES LLP
IN WARD
No: 82980
Date: 2/8
Sign:
R.R. DIST.

Amount Chargeable (in words)

E. & O.E

INR Two Thousand Two Hundred Fifty Only

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

Company's Bank Details
Bank Name : **Union Bank of India**
A/c No. : **022231043001908**
Branch & IFS Code : **Ameerpet Br & UBIN0802221**

Customer's Seal and Signature

for Gautham Enterprises

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 22-07-2021 14:33:10

78417
06.07.21 4:42:38

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	**Doc No**	78417	168792
	Doc Date	21-07-2021	
GSTIN 36ADIPA9683N12W NA	**Quote No**	Nil	
2776-3763 / 6633-8763 9848035963	**Quote Date**	28-06-2021	
	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	5.00	450.00	0.00	0.00	2,250.00
					Total Order Value . . .	**2,250.00**

Rupees : Two Thousand Two Hundred Fifty 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 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

Accepted the above Terms And Conditions

For *Gautham Enterprises*

Name : ____________

Name : ____________

Date : __/__/____

Contact - -

Purchase Order

 22-07-2021 14:33:10

Original / Office Copy / Purchase Div.Copy

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	**Doc No**	78417	168792
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	Quote No	Nil	
GSTIN 36ADIPA9683N12W NA	**Quote Date**	28-06-2021	
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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 : ____________

Contact - -

Accepted the above Terms And Conditions

For *Gautham Enterprises*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	06-07-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	13:18
Supplier		Req. No.	168792
Material required before date:		ID No.	67292

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Coffee Powder		05	Pkts		
2	78417					
3						

Remarks:For Site Use Purpose

Prepared By	BHAVANI		APPRO
Sign.& Date	06-07-2021	Sign. & Date	08 JU

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

MINISH
MANAGER PRC