E MD

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/8/21	Prepared by:	HEMENDRA
PO/WO no.	78170	PO / WO Date.	31/6/21
Supplier Name	Gaushan Enterprises	PO/WO amount	7,350/-
Firm/Company	SSLLP	Project	810
Sl. No.	Bill No.	Bill Date	Bill amount
1	489	22/7/21	7,350/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			7,350/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.				□ 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:	7,350/-
Amount E – PO / WO value:	7,350/-
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	18/8/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

APPROVED
16 AUG 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 *(DUPLICATE FOR TRANSPORTER)*

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	Invoice No. **489**	Dated **22-Jul-21**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date.	Other References **TS10UB5649**
Consignee (Ship to) **Summit Sales LLP** Hyderabad GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **Po no: 78170 dt: 30/6/21**	Dated **22-Jul-21**
	Dispatch Doc No.	Delivery Note Date
Buyer (Bill to) **Summit Sales LLP** Hyderabad GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Dispatched through **Mr.Madhu**	Destination
	Terms of Delivery	

Sl 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**
2	**Nestea Lemon 1 Kg**	21012090	18 %	**6 nos**	325.00	275.42	nos		**1,652.52**
									6,228.84
	CGST Output - 9%					9 %			**560.60**
	SGST Output - 9%					9 %			**560.60**
	Less : ***Rounded Off***								**(-)0.04**
	Total								**₹ 7,350.00**

INWARD
Inward No: 204 Dt: 22/7/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

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

INR Seven Thousand Three Hundred Fifty Only

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
21012090	1,652.52	9%	148.73	9%	148.73	297.46
Total	**6,228.84**		**560.60**		**560.60**	**1,121.20**

Tax Amount (in words) : **INR One Thousand One Hundred Twenty One and Twenty paise Only**

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

for Gautham Enterprises

Authorised Signatory

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

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 82643
Date: 23/7
Sign: L

GAUTHAM ENTERPRISES Begumpet, Secunderabad-16.

Purchase Order

 30-06-2021 17:41:07 Origina

78170
24.06.21 12:06:18

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**	78170	182978
Shop No. 1-10-98/19, Begumpet, behind Panthalooms,Sec-Bad	**Doc Date**	30-06-2021	
	Quote No	Nil	
GSTIN 36ADIPA9683N12W NA	**Quote Date**	28-06-2021	
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	12.00	450.00	0.00	0.00	5,400.00
2	4060 - Consumables - Tea Powder - NA - kgs *Lemon Tea*	6.00	325.00	0.00	0.00	1,950.00
					Total Order Value . . .	**7,350.00**

Rupees : Seven Thousand Three 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 office 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 Common Expenses	Date:	30.06.2021
Site & Phase :	Head Office	Time:	10:57 am
		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
01	Coffee	1Kg	12	No's		
02	Lemon Tea	1 Kg	06	No's		

Remarks: For Office use –

Prepared By	Jai Kumar	Approved by	APPROVED
Sign.& Date	30.06.2021	Sign.& Date	13 JUL 2021 P. PRABHAKAR Sr. MANAGER PURCHASE

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