

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

05/9

|                                                                         |                  |                                                                                                                                                                           |                                                                           |
|-------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Date: 25/9/21                                                           |                  | Prepared by: Heda                                                                                                                                                         |                                                                           |
| PO/WO no. 80801                                                         |                  | PO / WO Date. 18/9/21                                                                                                                                                     |                                                                           |
| Supplier Name Gaudhans Entp.                                            |                  | PO/WO amount 1,41,07/-                                                                                                                                                    |                                                                           |
| Firm/Company 5544                                                       |                  | Project SHUP                                                                                                                                                              |                                                                           |
| Sl. No.                                                                 | Bill No.         | Bill Date                                                                                                                                                                 | Bill amount                                                               |
| 1                                                                       | 882              | 21/9/21                                                                                                                                                                   | 1,41,07/-                                                                 |
| 2                                                                       |                  |                                                                                                                                                                           |                                                                           |
| 3                                                                       |                  |                                                                                                                                                                           |                                                                           |
| 4                                                                       |                  |                                                                                                                                                                           |                                                                           |
| Amount A – Bills total(Excluding Transport & Hamali Charges): 1,41,07/- |                  |                                                                                                                                                                           |                                                                           |
| Sl. No.                                                                 | DC No            | DC. Date                                                                                                                                                                  | MRN No. DC matches MRN                                                    |
| 1.                                                                      | —                | —                                                                                                                                                                         | 96765 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.                                                                      |                  |                                                                                                                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No                  |
| 3.                                                                      |                  |                                                                                                                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> 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: 1,41,07/-                                     |                  |                                                                                                                                                                           |                                                                           |
| Amount F – Difference (A – E): GST-18% 1,41,07/-                        |                  |                                                                                                                                                                           |                                                                           |
| Quantity received as per PO /WO                                         |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below) |                                                                           |
| Is difference between PO / Bill acceptable?                             |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explained below)                                                                                     |                                                                           |
| Excess / short material received                                        |                  | <input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)                                                     |                                                                           |
| Close PO / W?O                                                          |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)                             |                                                                           |
| Advance paid / PDC given (deduct when paying)                           |                  | <input type="checkbox"/> Yes – Rs. ___/- <input checked="" type="checkbox"/> No                                                                                           |                                                                           |
| Payment – due date                                                      |                  | 30/9/21                                                                                                                                                                   |                                                                           |
| Remarks:                                                                |                  |                                                                                                                                                                           |                                                                           |
| Approved by                                                             | Purchase Officer | Purchase Manager                                                                                                                                                          | Procurement Manager                                                       |
| Sign:                                                                   |                  |                                                                                                                                                                           | 25 SEP 2021                                                               |
| Date                                                                    |                  |                                                                                                                                                                           | MINISH PARIKH<br>MANAGER PROCUREMENT                                      |
|                                                                         |                  |                                                                                                                                                                           | MD                                                                        |
|                                                                         |                  |                                                                                                                                                                           | Accounts – receiver of bill                                               |
|                                                                         |                  |                                                                                                                                                                           | Accountant                                                                |
|                                                                         |                  |                                                                                                                                                                           | Accounts Manager                                                          |

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/-

(ORIGINAL FOR RECIPIENT)

**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.<br><b>882</b>                           | Dated<br><b>21-Sep-21</b>         |
| Delivery Note                                       | Mode/Terms of Payment             |
| Reference No. & Date.                               | Other References                  |
| Buyer's Order No.<br><b>P.O.NO 80801 DT 18.9.21</b> | Dated<br><b>21-Sep-21</b>         |
| Dispatch Doc No.                                    | Delivery Note Date                |
| Dispatched through<br><b>MADHUBABU</b>              | Destination<br><b>TS10UA97582</b> |
| Terms of Delivery                                   |                                   |

| Sl No. | Description of Goods     | HSN/SAC  | GST Rate | Quantity | Rate<br>(Incl. of Tax) | Rate per kg | Disc. % | Amount     |
|--------|--------------------------|----------|----------|----------|------------------------|-------------|---------|------------|
| 1      | Nescafe Signature Premix | 21011200 | 18 %     | 3 kg     | 470.00                 | 398.31      |         | 1,194.93   |
|        | <i>CGST Output - 9%</i>  |          |          |          |                        | 9 %         |         | 107.54     |
|        | <i>SGST Output - 9%</i>  |          |          |          |                        | 9 %         |         | 107.54     |
|        | <i>Rounded Off</i>       |          |          |          |                        |             |         | (-)0.01    |
|        | Less :                   |          |          |          |                        |             |         |            |
|        | Total                    |          |          | 3 kg     |                        |             |         | ₹ 1,410.00 |

Amount Chargeable (in words)

**INR One Thousand Four Hundred Ten Only**

|          | HSN/SAC      | Taxable Value   | Central Tax |               | State Tax |               | Total Tax Amount |
|----------|--------------|-----------------|-------------|---------------|-----------|---------------|------------------|
|          |              |                 | Rate        | Amount        | Rate      | Amount        |                  |
| 21011200 |              | 1,194.93        | 9%          | 107.54        | 9%        | 107.54        | 215.08           |
|          | <b>Total</b> | <b>1,194.93</b> |             | <b>107.54</b> |           | <b>107.54</b> | <b>215.08</b>    |

**Tax Amount (in words) : INR Two Hundred Fifteen and Eight 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**

### Declaration

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

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

|                  |                          |     |         |
|------------------|--------------------------|-----|---------|
| INWARD           |                          |     |         |
| Inward No:       | 17012                    | Di: | 22/9/21 |
| MRN No:          | 96765                    | Di: | 22/9/21 |
| Received By:     | Sign: <i>[Signature]</i> |     |         |
| SUMMIT SALES LLP |                          |     |         |



# Purchase Order

Page(s) 1 Of 1

18-09-2021 14:56:09



80801

18.09.21 11:28:01

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     | 80801      | 169025 |
| Doc Date   | 18-09-2021 |        |
| Quote No   | Nil        |        |
| Quote Date | 18-09-2021 |        |
| SupplyType | Supply     |        |

GSTIN 36ADIPA9683N12W

NA

2776-3763 / 6633-8763

9848035963

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 | 3.00 | 398.30 | 0.00 | 18.00 | 1,409.98 |
| Total Order Value . . .                         |      |        |      |       | 1,409.98 |

Rupees : One Thousand Four Hundred Nine and Paise Ninty Eight Only.

**Terms and Conditions :-**

Specification / Brand is Cafe desire

Payment Terms After delivery

Tax Included in the above prices

Delivery Date With in a day

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

Penalty For Delay Nil

Transportation Nil

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications, above order is for site office use purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks Nil

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Gautham Enterprises**

Name : \_\_\_\_\_

Name : \_\_\_\_\_

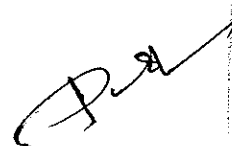
Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

1195

Requisition Form

|                                 |                     |                    |          |              |             |                                      |  |
|---------------------------------|---------------------|--------------------|----------|--------------|-------------|--------------------------------------|--|
| Company Name:                   |                     | SUMMIT SALES LLP   |          | Date:        |             | 18-09-2021                           |  |
| Site & Phase :                  |                     | SUMMIT HOUSING LLP |          | Time:        |             | 11:00PM                              |  |
| Supplier                        |                     |                    |          | Req. No.     |             | 169025                               |  |
| Material required before date:  |                     |                    |          | ID No.       |             | 69463                                |  |
| S. No                           | Description         | Size               | Quantity | Units        | Inward No   | Date                                 |  |
| 1                               | Coffee Powder 80801 |                    | 03       | Pkts         |             |                                      |  |
|                                 |                     |                    |          |              | APPROVED    |                                      |  |
| Remarks: For Office Use Purpose |                     |                    |          |              | 18 SEP 2021 |                                      |  |
| Prepared By                     |                     | Bhavani            |          |              |             |                                      |  |
| Sign. & Date                    |                     | 18-09-2021         |          | Sign. & Date |             | P. PRABHAKAR<br>Sr. Manager Purchase |  |

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



APPROVED

17 SEP 2021

P. PRABHAKAR  
Sr. Manager Purchase