

PURCHASE DIVISION
Advice for approval for credit to supplier

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Date:		5/10/2024		Prepared by:		N. Srinaya	
PO/WO no.		80789		PO / WO Date.		21/9/2024	
Supplier Name		Gautham Enterprise		PO/WO amount		8130/-	
Firm/Company		Summit Sales Lp		Project		Head Office	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	881	21/9/2024		8130/-			
2				/			
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						8130/-	
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:						8130/-	
Amount E – PO / WO value:						8130/-	
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			11/10/2024				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign: <i>[Signature]</i>		<i>[Signature]</i>					
Date: 5/10/24		<i>[Signature]</i>					

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/-

Purchase Order

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14.09.21 11:35:46

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C127

Supplier Details			
Gautham Enterprises Shop No. 1-10-98/19, Begumpet, behind Panthalooms, Sec-Bad GSTIN 36ADIPA9683N12W 2776-3763 / 6633-8763	NA 9848035963	Doc No	80789 183189
		Doc Date	18-09-2021
		Quote No	Nil
		Quote Date	18-09-2021
		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	398.30	0.00	18.00	5,639.93
2 4060 - Consumables - Tea Powder - NA - kgs	6.00	351.69	0.00	18.00	2,489.97
Total Order Value . . .					8,129.89
Rupees : Eight Thousand One Hundred Twenty Nine and Paise Eighty Nine 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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

Name :

Accepted the above Terms And Conditions

For Gautham Enterprises

Name :

Date : _/_/

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APPROVED
18 SEP 2021

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