

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 26/11/21		Prepared by: Snehg	
PO/WO no. 82139		PO / WO Date. 27/10/21	
Supplier Name: Gurtham Enterprises		PO/WO amount: 1,879.98/-	
Firm/Company: Summit Sales Up		Project: SHUP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1313	17/11/21	1,880/-
2	/	/	/
3	/	/	/
4	/	/	/
Amount A - Bills total (Excluding Transport & Hamali Charges):			1,880/-
Sl. No.	DC No.	DC Date	MRN No.
1.	-	-	99557
2.			
3.			
Amount B - Other Credits : Transportation charges			-
Amount C - Other Debits :			-
Amount D (D=A+B-C) - Amount to be credited to the supplier:			1,880/-
Amount E - PO / WO value:			1,879.98/-
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 / WO		☒ Yes ☐ No - wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes - Rs. /- ☒ No	
Payment - due date		27/11/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts = receiver of bill	Accountant	Accounts Manager
Sign:	Snehg		
Date	26/11/21	26/11/21	

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

Page(s) 1 Of 1

27-10-2021 15:04:12



82139

25.10.21 1:32:48

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	82139	169143
Doc Date	27-10-2021	
Quote No	Nil	
Quote Date	09-09-2021	
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 1kg	4.00	398.30	0.00	18.00	1,879.98
Total Order Value . . .					1,879.98

Rupees : One Thousand Eight Hundred Seventy 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

Name : _____

Accepted the above Terms And Conditions

For Gautham Enterprises

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		27-10-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		11:00PM	
Supplier				Req. No.		169143	
Material required before date:				ID No.		70676	
S. No.	Description	Size	Quantity	Units	Inward No	Date	
1	Coffee Powder 82139		04	Pkts			
Remarks: For Office Staff Purpose							
Prepared By		Bhavani					
Sign. & Date		27-10-2021		Sign. & Date			

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

