(m)

(E)

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	4/12/2021	Prepared by:	BHAVANI
PO/WO no.	82070	PO / WO Date.	26/10/21
Supplier Name	Gautham Enterprisey	PO/WO amount	5640
Firm/Company	SSLLP	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	1315	17/11/21	5640
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5640

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:				5640
Amount E – PO / WO value:				5640
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	13/12/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	4/12/21	6/12					

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
E-Mail : gautham_entps2424@yahoo.com

Invoice No. **1315**	Dated **17-Nov-21**
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No. **p.o.no 82070 dt 26.10.21**	Dated **17-Nov-21**
Dispatch Doc No.	Delivery Note Date
Dispatched through **Krishna**	Destination **TS 10EG7971**
Terms of Delivery	

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

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**	470.00	398.31	kg		**4,779.72**
	CGST Output - 9%					9	%		**430.17**
	SGST Output - 9%					9	%		**430.17**
	Less : *Rounded Off*								**(-)0.06**
	Total			**12 kg**					**₹ 5,640.00**

INWARD
No: 579 Dt: 18/11/21
MRN No: Dt:
Received By: Samarjit
MODI PROPERTIES

Amount Chargeable (in words) *E. & O.E*
INR Five Thousand Six Hundred Forty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
21011200	4,779.72	9%	430.17	9%	430.17	860.34
Total	**4,779.72**		**430.17**		**430.17**	**860.34**

Tax Amount (in words) : **INR Eight Hundred Sixty and Thirty Four paise Only**

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

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

for Gautham Enterprises

GAUTHAM ENTERPRISES Begumpet, Secunderabad-16.

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 87233
Date: 24-11-21
Sign:

Purchase Order

82070
25.10.21 1:31:05

 26-10-2021 16:31:38

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**	82070	183251
	Doc Date	26-10-2021	
GSTIN 36ADIPA9683N12W NA	**Quote No**	Nil	
	Quote Date	09-09-2021	
2776-3763 / 6633-8763 9848035963/40211963	**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*	12.00	398.30	0.00	18.00	5,639.93
					Total Order Value . . .	**5,639.93**

Rupees : Five Thousand Six Hundred Thirty Nine and Paise Ninty Three 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
Penality 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 : 26/10/2021

Accepted the above Terms And Conditions

For ***Gautham Enterprises***

Name : ____________

Date : __/__/____

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Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	25.10.2021
Site & Phase :	Head Office	Time:	05:11 pm
		Req. No.	183251
Material required before date:		ID No.	706501

No	Description	Size	Quantity	Units	Inward No	Date
01	Coffee 82070	1Kg	12	No's		

APPROVED
2 6 OCT 2021
MANISH PARIKH
MANAGER PROCUREMENT

Remarks: For Office use –

Prepared By	Jai Kumar	Approved by	
Sign.& Date	25.10.2021	Sign.& Date	

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