

1054

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	12/1/22		Prepared by:	Hoda			
PO/WO no.	83881		PO / WO Date.	23/12/21			
Supplier Name	Gandham Ensp		PO/WO amount	5,640/-			
Firm/Company	SSUP		Project	HA mpe			
Sl. No.	Bill No.	Bill Date	Bill amount				
1	1646	27/12/21	5,640/-				
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):				5,640/-			
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:				5,640/-			
Amount E – PO / WO value:				5,640/-			
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		22/1/22					
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	14 JAN 2022						

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)

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

State Name : Telangana, Code : 36

Terms of Delivery

Destination

INWARD	
Inward No: 683	Dt: 04/01/20
MRN No:	Dt:
Received By: <i>Jamirjit</i>	<i>[Signature]</i>
MAC	ERIES

E. & O.E.

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

Branch & IFS Code : **Ameerpet Br & UBIN0802221**

for Gautham Enterprises

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

Authorised Signatory

This is a Computer Generated Invoice



Purchase Order

Page(s) 1 Of 1

23-12-2021 15:00:07



83881

5:35:00

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	83881 183342
Shop No. 1-10-98/19, Begumpet, behind Panthalooms, Sec-Bad		Doc Date	23-12-2021
		Quote No	Nil
		Quote Date	25-11-2021
		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	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
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 office refreshment purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email.

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Gautham Enterprises**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Summit Sales LLP Common Expenses		Date:		21.12.2021	
Site & Phase :		Head Office		Time:		05:11 pm	
				Req. No.		18 3342	
Material required before date:					ID No.		72328
No	Description	Size	Quantity	Units	Inward No	Date	
01	Coffee	1Kg	12	No's			
	8 3881						
Remarks: For Office use –							
Prepared By		Jai Kumar		Approved by			
Sign.& Date		21.12.2021		Sign.& Date			

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