

PURCHASE DIVISION
Advice for approval for credit to supplier

②

Date:	19/1/22	Prepared by	Sueha	Serial no.	1460
Supplier name	Gautham Enterprises			HO inward no.	
Firm/Company	Summit Sales	Project	SHUP	HO received date	
PO/WO date	4/1/22	PO/WO No.	84223	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	1762	17/1/22	2,450/-	<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	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				2,450/-	
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.:	102389	Proof of delivery matches MRN	<input checked="" 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:				2,450/-	
Amount E – PO / WO value:				2,449.98/-	
Amount F – Difference (A – E):				-	
Quantity received as per PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other			
Payment – due date		24/1/22			
Remarks: final bill -					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Sueha	Prashankar			
Sign:	Sueha				
Date	19/1/22	20 JAN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit.
 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

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
 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

Invoice No. 1762	Dated 17-Jan-22
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No. p.o.no - 84223 dt 4.1.22	Dated 13-Jan-22
Dispatch Doc No.	Delivery Note Date
Dispatched through Raghu	Destination TS10UB8387
Terms of Delivery	

SI No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate (Incl. of Tax)	Rate	per	Disc. %	Amount
1	Nescafe Signature Premix	21011200	18 %	5 kg	490.00	415.25	kg		2,076.25
	CGST Output - 9%							9 %	186.86
	SGST Output - 9%							9 %	186.86
	Rounded Off								0.03
	Total			5 kg					₹ 2,450.00

Amount Chargeable (in words) **INR Two Thousand Four Hundred Fifty Only** E. & O.E

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
21011200	2,076.25	9%	186.86	9%	186.86	373.72
Total	2,076.25		186.86		186.86	373.72

Tax Amount (in words) : **INR Three Hundred Seventy Three and Seventy Two 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.

Authorized Signatory

SUBJECT TO HYDERABAD JURISDICTION
 This is a Computer Generated Invoice

INWARD	
Inward No: 17544	Di: 18/01/22
MRN No: 102389	Di: 18/1/22
Received By:	Sign: <i>[Signature]</i>
SUMMIT SALES LLP	



Purchase Order



84223

5:44:07

Page(s) 1 Of 1

04-01-2022 15:55:38

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	84223	169338
Doc Date	04-01-2022	
Quote No	Nil	
Quote Date	25-12-2021	
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	5.00	415.25	0.00	18.00	2,449.98
Total Order Value . . .					2,449.98

Rupees : Two Thousand Four Hundred Fourty Nine and Paise Ninty Seven 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 SLLP site office purpose.
Completion Date Nil
Measurement 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

Name : _____

Accepted the above Terms And Conditions

For **Gautham Enterprises**

Name : _____

Date : ___/___/___

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		04-01-2022	
Site & Phase :		SUMMIT HOUSING LLP		Time:		11:00 AM	
Supplier				Req. No.		169338	
Material required before date:			ID No.			72640	
S.No	Description	Size	Quantity	Units	Inward No	Date	
1	Coffee powder 84223	1kg	5	pkts			
Remarks: For SSSLP Site office purpose							
Prepared By		Vanajakshi					
Sign.& Date		04-01-2022		Sign. & Date			

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

APPROVED
 04 JAN 2022
 P. PRABHAKAR
 Sr. MANAGER PURCHASE