PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	9/4/22	Prepared by	Monika	Serial no.	2944
Supplier name	Granthm Enterprises			HO inward no.	
Firm/Company	SOV LLP	Project	SOV	HO received date	
PO/WO date	1/4/22	PO/WO No.	86995	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	53	7/4/22	2,450/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,450/-

Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	105851	Proof of delivery matches MRN	☑ 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:	2,450/-
Amount E – PO / WO value:	2,450/-
Amount F – Difference (A – E):	–
Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Part received
Close PO / WO	☑ Yes ☐ No – wait for balance material ☐ Other
Payment – due date	18/4/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monika				
Sign:	Monika				
Date	9/4/22				
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

Invoice No. **53**	Dated **7-Apr-22**
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No. **Po no: 86995 dt: 1-4-22**	Dated **7-Apr-22**
Dispatch Doc No.	Delivery Note Date
Dispatched through **Mr.Vamshi**	Destination
Terms of Delivery	

Consignee (Ship to)
Silver Oak Villas LLP
HYDERABAD
GSTIN/UIN : 36ADBFS3288A2Z7
State Name : Telangana, Code : 36

Buyer (Bill to)
Silver Oak Villas LLP
HYDERABAD
GSTIN/UIN : 36ADBFS3288A2Z7
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 %	**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**

INWARD WITH TIME:
Inward No: 6151 Dt: 7/4/22
MRN No: 105851 Dt: 8/4/22
Received By: Sign:
SILVER OAK VILLAS PART-IX

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 93150
Date: 11/4
Sign:

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

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax 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**

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

Authorised Signatory

GAUTHAM ENTERPRISES

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 01-04-2022 15:55:35

86995
16.03.22 2:13:39

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

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	86995	184063
Doc Date	01-04-2022	
Quote No	Nil	
Quote Date	01-04-2022	
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	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	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
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 customer 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 delivery /DC can be sent by email.

For *Silver Oak Villas LLP*
Authorised Signatory

Name : 01/04/2022

Accepted the above Terms And Conditions
For *Gautham Enterprises*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP-III	Date:	01-04-2022
Site & Phase :	Silver Oak Villas-III	Time:	12:00
Supplier		Req. No.	184063
Material required before date:	Urgent	ID No.	75205

No	Description	Size	Quantity	Units	Inward Number	Date
1	Coffee powder		5	Pkt		
	86995					

Remarks: - For customer refreshment purpose

APPROVED
01 APR 2022
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	K.Tulasi Rani	Approved by	
Sign.& Date	01-04-2022	Sign. & Date	

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