PURCHASE DIVISION

Advice for approval for credit to supplier

(E)

| | | | | | |
|---|---|---|---|---|---|
| Date: | 29/05/22 | Prepared by | Ramya | Serial no. | - 4416 |
| Supplier name | Gautham Enterprises | | | HO inward no. | |
| Firm/Company | SOV LLP | Project | SOV-III | HO received date | |
| PO/WO date | 26/05/22 | PO/WO No. | 87779 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 335 | 26/05/22 | 2,500/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 2500/- |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |

| | | | |
|---|---|---|---|
| MRN nos.: | 107775 | 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: | 2,500/- |
| Amount E – PO / WO value: | 2,500/- |
| 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 | 6/06/22 |
| Remarks: | final Bill |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Ramya | | | | |
| Sign: | R | | | | |
| Date | 29/05/22 | | | | |
| 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.<br>**335** | Dated<br>**26-May-22** |
| Delivery Note | Mode/Terms of Payment |
| Reference No. & Date. | Other References |
| Buyer's Order No.<br>**P.O.NO - 87779 DT 28.4.22** | Dated<br>**26-May-22** |
| Dispatch Doc No.<br>**TS10UB 5649** | Delivery Note Date |
| Dispatched through<br>**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** | 500.00 | 423.73 | kg | | **2,118.65** |
| | ***CGST Output - 9%*** | | | | | 9 | % | | **190.68** |
| | ***SGST Output - 9%*** | | | | | 9 | % | | **190.68** |
| | *Less :* ***Rounded Off*** | | | | | | | | **(-)0.01** |
| | Total | | | **5 kg** | | | | | **₹ 2,500.00** |

INWARD
Inward No: 2176 Dt: 26/5/22
MRN No: 107775 Dt: 26/5/22
Received By: Sign:
(Silver Oak Villas-Part-III)

SUMMIT SALES LLP
IN WARD
No. 94859
Date: 28/5
Sign:
R.R. DIST.

Amount Chargeable (in words)

*E. & O.E*

**INR Two Thousand Five Hundred Only**

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| 21011200 | 2,118.65 | 9% | 190.68 | 9% | 190.68 | 381.36 |
| **Total** | **2,118.65** | | **190.68** | | **190.68** | **381.36** |

Tax Amount (in words) : **INR Three Hundred Eighty One and Thirty Six 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

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

# Purchase Order


18-05-2022 16:52:47

87779
20.04.22 3:07:38

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 | **Doc No** | 87779 | 184130 |
| Shop No. 1-10-98/19, Begumpet, behind Panthalooms,Sec-Bad | **Doc Date** | 28-04-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ADIPA9683N12W NA | **Quote Date** | 28-02-2022 | |
| 2776-3763 / 6633-8763 9848035963 | **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 | 500.00 | 0.00 | 0.00 | 2,500.00 |
| | | | | **Total Order Value . . .** | | **2,500.00** |

Rupees : Two Thousand Five Hundred 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<br>Sy .No.11,12,14,15,16,17,18 , 294<br>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 site office use 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

20/05/2022

Name : ____________________

Accepted the above Terms And Conditions

For ***Gautham Enterprises***

Name : ____________________

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Silver Oak Villas LLP-III | Date: | 27-04-22 |
| Site & Phase : | Silver Oak Villas-III | Time: | 15.00 |
| Supplier | | Req. No. | 184130 |
| Material required before date: urgent | | ID No. | 75992 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Coffee powder | | 5 | Nos | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | 87779 | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

| | | | |
|---|---|---|---|
| Remarks: - For customer refreshment use purpose | | | |
| Prepared By | B.Meenakshi | Approved by | |
| Sign.& Date | 27-04-22 | Sign. & Date 29 APR 2022 | |

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

APPROVED
Sr. MANAGER PURCHASE