PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	13-01-23	Prepared by	S. Jaysudha	Serial no.	**13175**
Supplier name	Gautham Enterprises			HO inward no.	
Firm/Company	Sov LLp	Project	Sov part-II	HO received date	
PO/WO date	3-01-23	PO/WO No.	95698	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2626	4-01-23	2,575/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,575/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	115809	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:	2,575/-
Amount E – PO / WO value:	2,575/-
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	23-01-23
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Venu			
Sign:		APPROVED			
Date		18 JAN 2023			
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
PAN Number: ADIPA9683N
GSTIN/UIN: 36ADIPA9683N1ZW
State Name : Telangana, Code : 36
E-Mail : gautham_entps2424@yahoo.com

Invoice No. **2626**	Dated **4-Jan-23**
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References **Vechile No: TS10UB3123**
Buyer's Order No. **Po no: 95698 dt: 3-1-22**	Dated **4-Jan-23**
Dispatch Doc No.	Delivery Note Date
Dispatched through **Mr.Narendhar**	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

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**	515.00	436.44	kg		**2,182.20**
	CGST Output @ 9%					*9*	*%*		**196.40**
	SGST Output @ 9%					*9*	*%*		**196.40**
	Total			**5 kg**					**₹ 2,575.00**

INWARD
Inward No: 3296 Dt: 4/1/23
MRN No: 15809 Dt: 4/1/23
Received By: Sign:
(Silver Oak Villas-Part-III)

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

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
21011200	2,182.20	9%	196.40	9%	196.40	392.80
Total	**2,182.20**		**196.40**		**196.40**	**392.80**

Tax Amount (in words) : **INR Three Hundred Ninety Two and Eighty paise Only**

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

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

Customer's Seal and Signature

for Gautham Enterprises
Authorised Signatory

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 10 4107 Date: 12/1/23 Sign:

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 04-01-2023 09:59:46

95698

27.12.22 3:29:44

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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	**Doc No**	95698	184967
	Doc Date	03-01-2023	
	Quote No	Nil	
GSTIN 36ADIPA9683N12W NA	**Quote Date**	31-12-2022	
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	712600 - CONS-Consumables - Coffee Powder--Nescafe - 1kg - Packets	5.00	515.00	0.00	0.00	2,575.00
					Total Order Value . . .	**2,575.00**

Rupees : Two Thousand Five Hundred Seventy Five Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'Nescafe' brand.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next 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 Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order 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

Veeru

Name : ____________

Accepted the above Terms And Conditions

For ***Gautham Enterprises***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	SILVER OAK VILLLAS LLP	Date:	31-12-2022			
Site & Phase :	SOV-III	Time:	12:00			
Unit No./Block No.	For Customer Refreshment Purpose					
Supplier:		Req. No.	184967			
Material required before date:	04-12-2022	ID No.	83055			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS9323-Consumables-Coffee Powder--Nescafe-1kg-Pkts	5	0	5		
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	For Customer Refreshment Purpose (Please give po to Gautam Enterprices)					
	Engineer	Project Manager		Purchase		MD
Prepared By:	K.Tulasi Rani					
Approved By:	K..Purshotham					
Sign & Date:	31-12-2022					

p.o.no.95698

APPROVED
02 JAN 2023
P. VENKATESHWARLU
MANAGER PURCHASE