# PURCHASE DIVISION Advice for approval for credit to supplier

Date:		11/7/202	0	Prepared	l by:		K. R. Charyeler			
PO/WO no		68463	PO / Wo	Date.		30/6/2020				
Supplier Na	ame	Gauthon	PO/WO	amount		1,260/				
Firm/Comp	any	SOV LI	Discolo	Project			SOL			
Sl. No.		Bill No.	4	Bill Dat	e		Bill amount			
1.		105		2)2	horo		1,260/	_		
2.							,			
3.										
Amount A	– Bills tot	al(Excluding Trans	oort & Hamali Ch	arges):			1,260	-		
Sl. No.	DC No		DC. Date		MRN No.		DC matches MRN			
1.			_		809	72	PYes   No			
2.							□ Yes □ No			
3.							□ Yes □ No			
4.							□ Yes □ No			
Amount B	Other Cr	redits :	L							
Amount C	Other De	ebits:								
Amount D	(D=A+B-	C) – Amount to be	credited to the sup	pplier:			1,260/			
Amount E	- PO / WO	O value:					1,260/	-		
Amount F -	- Differen	ce (A – E):								
Quantity re	ceived as	per PO /WO		□ Yes □ Ex	cess received	d □ Short re	ceived   Other (expla	nined below)		
Is differenc	e betweer	PO / Bill acceptab	le?	□ Yes □ No	(explained	below)				
Excess / sh	ort materi	al received		□ Approved	-within ac	eceptable lim	nits   No (explained b	pelow)		
Close PO /	W?O			✓ Yes □ No – wait for balance material □ No (explained below)						
Advance pa	aid / PDC	given (deduct when	paying)	□¥es=Rs. /-□No						
Payment -	due date			20/2/2020						
Remarks:										
Approve	520	urchase Purc Officer Man	hase Procure ager Mana		M D	Accounts receiver of bill		Accounts Manager		
Sign:										
Date	/1	12/2020								

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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/-

# TAX INVOICE

**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

Buyer

Silver Oak Villas LLP

HYDERABAD

GSTIN/UIN

State Name

Place of Supply

36ADBFS3288A2Z7

Telangana, Code: 36 Telangana

	f .	-
Invoice No.	Dated	
205	7-Jul-2020	
Delivery Note	Mode/Terms of Payment	
Supplier's Ref.	Other Reference(s)	
Buyer's Order No.	Dated	
p.o.no 68463 dt 30.6.20	7-Jul-2020	
Despatch Document No.	Delivery Note Date	
Despatched through T	Destination	
Terms of Delivery	7.5	

SI	Description of Goods H		N/SAC Quantity	Rate	per	er Disc. %	Amount	Taxable	Central Tax		State Tax		Total
No.								Value	Rate	Amount	Rate	Amount	Amount
1	Nescafe Signature Premix	21011200	3 kg	355.93	kg		1,067.79	1,067.79	9%	96.10	9%	96.10	1,259.99
	CGST Output - 9% SGST Output - 9% Rounded Off			9	% %		96.10 96.10 0.01						
	NWARD WITH TIME:  OWARD NO. NO. NO. SO 972 Dt: 1017120  Received By:  SILVER OAK VILLAS LLP												
	Total		3 kg				₹ 1,260.00	1,067.79		96.10		96.10	

Amount Chargeable (in words) INR One Thousand Two Hundred Sixty Only

E. & O.E

Company's Bank Details Bank Name A/c No.

Branch & IFS Code

Andhra Bank 022231043001908

Ameerpet Br & ANDB0000222

for Gautham Enterprises

Authorised Signatory

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

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

# **Purchase Order**

-			00	
Page	(S)	1	Of	-

30-06-2020 15:39:44

From Company: Silver Oak Villas LLP

5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003

G S T No.: 36ADBFS3288A2Z7



24.06.20 12:19:13

Supplier Details					
Gautham Enterprises		Doc No	68463	155826	
Shop No. 1-10-98/19, Begumpe	et, behind Panthalooms,Sec-Bad	Doc Date	30-06-2020		
		Quote No	Nil		
GSTIN 36ADIPA9683N12W	NA	<b>Quote Date</b>	30-06-202	20	
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	3.00	420.00	0.00	0.00	1,260.00
Rupees : One Thousand Two Hundred Sixty Only.		Total Or	der Value	e	1,260.00

# Terms and Conditions :-

Specification / Brand All items shall be of 'Nestle' brand

Payment Terms

After Delivery & Production of bill '

Tax

Inclusive of all taxes

**Delivery Date** 

Next Day.

**Delivery Location** 

Silver Oak Villas Phase - IX

Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint

Phone. Contact: Security 65908777, 9502288244 Sanjay

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 staff using purpose.

Completion Date

Nil

Measurment

Nil Nil

Security Remarks

Accepted the above Terms And Condition
For Gautham Enterprises

For Silver Oak Villas LLP
Authorised Signatory

Name:	

-				
Date	:	1	2	

Requisition Form

Company Name: SOVLLP			Date			25-06-2020			
Site & Phase : Silver Oak Villas			Time	:		11.00			
Supplier			Req.	No.		155826			
Material required before	re date:	28-06-2020	ID N	0.		57949			
No	Description		Size	Quantity	Units	Inward No	Date		
1 Coffee Powder	•			03	Kgs				
2	Ro								
3	163								
4	68463								
5									
6				API	ROYED				
7				0.1	VII 2520				
8			8						
9				MINI	SH PARIK R PROCUREM	ENT			
10				LMANAGE	111000				
Remarks: -For Site Staf	f purpose								
Prepared By	G. Mona		Appro	oved by			-		
Sign.& Date	Sign.& Date 25-06-2020		Sign.	& Date					

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

Company Name:		Silver Oak Villas LLP		Date:			21.02.2020			
Site &	Phase :	Silver Oa	k Villas		Time:			12.00		
Supplie	er				Req. N	0.				
Materia	al required before date:				ID No.					
No	Descr	iption		Si	ze	Quantity	Units	Inward No	Date	
1										
2										
١										
4							p.1			
5										
6										
7										
8										
9	8									
Remark	s: -For Level markings a	and plasterir	ng purpose							
Prepare	ed By	G.Mona			Approv	ved by				
Sign.&	Date	21.02.202	0		Sign. &	b Date				

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