

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/08/2020	Prepared by:	T.D. Murthy				
PO/WO no.	69296	PO / WO Date.	30/07/2020				
Supplier Name	Gautam Enterprises	PO/WO amount	Rs. 1,910/-				
Firm/Company	Silver Oak Villas LLP	Project	SOV - IX				
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	280	01/08/2020	Rs. 1,910/- ✓				
2.	-	-	-				
3.	-	-	-				
4.			-				
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 1,910/- ✓				
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	280	01/08/2020	81725	☒ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
Amount B –Other Credits :			-				
Amount C –Other Debits :			-				
Amount D (D=A+B-C) – Amount to be credited to the supplier:			Rs. 1,910/- ✓				
Amount E – PO / WO value:			Rs. 1,910/-				
Amount F – Difference (A – E):			-				
Quantity received as per PO /WO		☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)					
Is difference between PO / Bill acceptable?		☒ Yes ☐ No (explained below)					
Excess / short material received		☒ Approved – within acceptable limits ☐ No (explained below)					
Close PO / W?O		☒ Yes ☐ No – wait for balance material ☐ No (explained below)					
Advance paid / PDC given (deduct when paying)		☐ Yes – Rs. ____/- ☒ No					
Payment – due date		22/08/2020					
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

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/-

(ORIGINAL FOR RECIPIENT)

[illegible]

Amount Chargeable (in words) INR One Thousand Nine Hundred Ten Only

E. & O.E

INWARD WITH TIME:	
Inward No. 14561	Dr: 1/8/20
MRN No: 81725	Di: 4/8/20
Received By:	Sign: 
SILVER OAK VILLAS LLP	

price shows the actual price of the goods described



Bank Name

A/c No.

Branch & IFS Code

: Andhra Bank

: 022231043001908

: Ameerpet Br & ANDB0000222

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.

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order



69296

31.07.20 12:12:35

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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	69296	155911
Doc Date	30-07-2020	
Quote No	Nil	
Quote Date	30-07-2020	
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	3.00	420.00	0.00	0.00	1,260.00
2 4060 - Consumables - Tea Powder - NA - kgs Lemon	2.00	325.00	0.00	0.00	650.00
Total Order Value . . .					1,910.00

Rupees : One Thousand Nine Hundred Ten Only.

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
Penalty 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
Security	Nil
Remarks	

For **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Gautham Enterprises**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Silver Oak Villas LLP		Date:		29-07-2020	
Site & Phase :		Silver Oak Villas		Time:		12.00	
Supplier				Req. No.		155911	
Material required before date:			Urgent		ID No.		58857

No	Description	Size	Quantity	Units	Inward No	Date
1	Coffee Powder		03	Kgs		
2	Lemon tea powder		02	kgs		
3	Colin		06 ✓	Nos ✓		
4	Acid		06 ✓	bottles ✓		
5	Phenyl		06 ✓	bottles		
6	Odonil		06	Noa		
7	Vim Soap		06 ✓	Noa ✓		
8	Harpic		02 ✓	Noa ✓		
9						
10						

Remarks: -For Site office use purpose

Prepared By		G. Mona		Approved by			
Sign.& Date		29-07-2020		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 Oak Villas		Time:		12.00	
Supplier				Req. No.			
Material required before date:					ID No.		

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						

Remarks: -For Level markings and plastering purpose

Prepared By		G.Mona		Approved by			
Sign.& Date		21.02.2020		Sign. & Date			

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