# PURCHASE DIVISION Advice for approval for credit to supplier

Date:			Prepared	Prepared by:			T.D. Murthy		
PO/WO no	•	69296		PO / WO	Date.		30/07/2020		
Supplier Name Gautam Enterprises		es	PO/WO	PO/WO amount			Rs. 1,910/-		
Firm/Comp	any	Silver Oak Villas	LLP	Project	Project				
Sl. No. Bill No.			Bill Date	;		Bill amount			
1.		280		01/08/20	20		Rs. 1,910/- «		
2			-			-			
3.		-		-			-		
4.		1						2.1	
Amount A	– Bills tot	al(Excluding Trans	port & Hamali C	harges):			Rs. 1,910/-	/	
Sl. No.	DC No		DC. Date		MRN No.		DC matches	MRN	
1.	280		01/08/2020		81725	-	Yes 🗆 N	lo	
2.				12	7		□ Yes □ N	lo	
3.					8		□ Yes □ N	lo	
Amount B – Other Credits :  Amount C – Other Debits :									
Amount C	-Other De	ebits:					-		
Amount D	(D=A+B-	·C) – Amount to be	credited to the su	ipplier:			Rs. 1,910/-		
Amount E	- PO / Wo	O value:			II.		Rs. 1,910/-		
Amount F	– Differen	ice (A – E):					_		
Quantity re	ceived as	per PO/WO		Yes 🗆 Ex	cess receive	d □ Short re	ceived   Othe	er (explair	ned below)
Is difference	e between	n PO / Bill acceptab	ole?	Yes 🗆 No					
Excess / sh	ort materi	al received		<			nits □ No (exp		~
Close PO /	W?O		4	Yes 🗆 No	– wait for b	palance mate	erial   No (exp	plained be	elow)
Advance p	aid / PDC	given (deduct whe	n paying)	□ Yes – Rs.	/- p.No	)			29
Payment -	due date			22/08/2020					
Remarks:		1							
·									
Approve				rement lager	M D	Accounts receiver of		ntant	Accounts Manager
by		- William				bill			255
Sign:		79/							
Date		=10118W							

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-5:00016 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

36ADBFS3288A2Z7 Telangana, Code: 36

Place of Supply

Declaration

true and correct.

We declare that this invo

Telangana

Invoice No. 280	Dated 1-Aug-2020	
Delivery Note	Mode/Terms of Payment	
Supplier's Ref.	Other Reference(s)	
Buyer's Order No. 69296	Dated 1-Aug-2020	
Despatch Document No.	Delivery Note Date	
Despatched through Somesh	Destination	
Bill of Lading/LR-RR No.	Motor Vehicle No. TS10UB5649	

Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount	Taxable	Cer	ntral Tax	Sta	ate Tax	Total
Description of Goods	11011/0/10	Quantity	, , , , ,	ρο.			Value	Rate		Rate	Amount	Amount
Nescafe Signature Premix Nestea Lemon Tea 750 Grm  CGST Output - 9% SGST Output - 9% Rounded Off		3 kg 2 nos	275.42	kg nos % %		1,067.79 550.84 1,618.63 145.68 145.68 0.01	1,067.79 550.84			9% 9%	96.10 49.58	1,259.9 650.0
Total						₹ 1,910.00	1,618.63		145.68		145.68	

Terms of Delivery

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

NWARD WITH TIME:

Nward No. 1456 | Dr.: 1 8 70

MRN No: 81725

Received By.

ne goods described and that all particulars are

Company's Bank Details

Bank Name A/c No.

Branch & IFS Code

: Andhra Bank

022231043001908

Ameerpet Br & ANDB0000222

for Gautham Enterprises

Authorised Signatory

E. & O.E

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

## **Purchase Order**

Page(s) 1 Of 1

30-07-2020 16:48:38

31.07.20 12:12:35

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	69296	155911	
Shop No. 1-10-98/19, Begumpe	Doc Date	30-07-2020			
		<b>Quote No</b>			
<b>GSTIN</b> 36ADIPA9683N12W NA 2776-3763 / 6633-8763 9848035963		<b>Quote Date</b>	30-07-202	20	
		SupplyType	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
2 4060 - Consumables - Tea Powder - NA - kgs Lemon	2.00	325.00	0.00	0.00	650.00
upees : One Thousand Nine Hundred Ten Only.		Total Or	der Value		1,910.00

### 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.

Silver Oak Villas Phase - IX

**Delivery Location** 

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

Phone. Contact: Security 65908777, 9502288244 Sanjay

Penality For Delay

**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

For Silver Oak Villas LLP

Authorised Signatory

Accepted the above Terms And Conditions

For Gautham Enterprises

Name:

Date : \_\_/\_\_/

Requisition Form

pany Name:	Silver Oa	ak Villas LLP		Date:		I	29-07-2020	
& Phase:	Silver Oa	ak Villas		Time:			12.00	
olier				Req. N	0.		155911	
erial required before date:		Urgent		ID No.			58857	
Descr	ription		Siz	e	Quantity	Units	Inward No	Date
Coffee Powder	19296				03	Kgs		
Lemon tea powder	0				02	kgs		
Colin					06 /	Nos \		
Acid	WX /				06 /	bottles	/	
Phenyl	/				06 🗸	bottles		
Odonil					06	Noa		
Vim Soap					06 ~	Noa√		
Harpic					02 🗸	Noa		
						API	7	
						3 1/2	A- 2020	
arks: -For Site office use pu	urpose					MINISH	PARIKH	
ared By	G. Mona		1	Approved by				
& Date	29-07-20	20	5	Sign. &	Date			
	Coffee Powder Lemon tea powder Colin Acid Phenyl Odonil Vim Soap Harpic	& Phase : Silver On the policy of the policy	& Phase : Silver Oak Villas  plier  Perial required before date: Urgent  Description  Coffee Powder  Lemon tea powder  Colin  Acid  Phenyl  Odonil  Vim Soap  Harpic  arks: -For Site office use purpose  ared By  G. Mona	& Phase : Silver Oak Villas  plier  Perial required before date: Urgent  Description  Coffee Powder  Lemon tea powder  Colin  Acid  Phenyl  Odonil  Vim Soap  Harpic  arks: -For Site office use purpose  ared By  G. Mona	& Phase:  Silver Oak Villas  Time:  Req. No  Perial required before date:  Urgent  Description  Size  Coffee Powder  Lemon tea powder  Colin  Acid  Phenyl  Odonil  Vim Soap  Harpic  Arks: -For Site office use purpose  ared By  G. Mona  Approv	& Phase:  Silver Oak Villas  Time:  Req. No.  Perial required before date:  Urgent  Description  Size  Quantity  Coffee Powder  Colin  Acid  Phenyl  Odonil  Vim Soap  Harpic  G. Mona  Approved by	& Phase: Silver Oak Villas Time: Req. No. Prial required before date: Urgent  Description  Coffee Powder  Coffee Powder  Colin  Acid  Phenyl  Odonil  Vim Soap  Harpic  G. Mona  ManaCER  Approved by  Time: Req. No.  ID No.  Vingent  ID No.  Oda Quantity  Units  Kgs  Lemon tea powder  O2 kgs  O6 Nos  Nos  Acid  O6 bottles  O6 Noa  Noa  Noa  Approved by	& Phase: Silver Oak Villas Time: 12.00  Req. No. 155911  Prial required before date: Urgent  Description Coffee Powder Coffee Powder Colin Acid Phenyl Odonil Vim Soap Harpic  G. Mona  Approved by  Time: 12.00  Req. No. 155911  ID No. SS S S S S S S S S S S S S S S S S S S

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

5 1		Silver Oak Villas LLP		e:	21.02.2020			
Site & Phase:	Silver Oa	Silver Oak Villas		e:		12.00		
Supplier				. No.				
Material required before date:			ID 1	No.				
No	Description		Size	ize Quantity Ur		Inward No	Date	
1								
3								
3								
4								
5								
6								
7								
8								
9								
Remarks: -For Level r	narkings and plasterin	g purpose						
Prepared By G.Mona			Appi	oved by				
Sign.& Date 21.02				& Date columns.				