PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	14/8/20.	Prepared by:	SOWMYA
PO/WO no.	69379.	PO / WO Date.	7/8/20.
Supplier Name	Gautham Enterprises	PO/WO amount	1,490.
Firm/Company	GVRC	Project	GVRC.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	308.	7/8/20.	1,490
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,490.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			81933	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount B –Other Credits :_	–
Amount C –Other Debits :_	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	1,490
Amount E -- PO / WO value:	1,490
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	**21.8.2020**

Remarks:_

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	14/8/20.						

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

(ORIGINAL FOR RECIPIENT)

Gautham Enterprises 1-10-9?/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. **308**	Dated **7-Aug-2020**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **G V Reaserch Centers Pvt Ltd** 5-4-187/3&4, IInd Floor Soham Mansion, MG Road Secunderabad-500003 GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36 Place of Supply : Telangana	Buyer's Order No. **P.O.NO 69379DT 4.8.20**	Dated **7-Aug-2020**
	Despatch Document No.	Delivery Note Date
	Despatched through **SHEKAR**	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Amount
1	**Nescafe Signature Premix**	21011200	**2 kg**	355.93	kg		**711.86**	711.86	9%	64.07	9%	64.07	840.00
2	**Nestea Iced Premix 750grms**	21011200	**2 nos**	275.42	nos		**550.84**	550.84	9%	49.58	9%	49.58	650.00
							1,262.70						
	CGST Output - 9%			9	%		**113.65**						
	SGST Output - 9%			9	%		**113.65**						
	Total						**₹ 1,490.00**	1,262.70		113.65		113.65	

Amount Chargeable (in words) **INR One Thousand Four Hundred Ninety Only**

E. & O.E

INWARD
Inward No: 1620 Dt: 8/8/20
MRN No: 81933 Dt:
Received By: TUTE Sign:
G.V. RESEARCH CENTERS PVT. LTD.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 68257 Date 13/8 Sign

Company's Bank Details
Bank Name : **Andhra Bank**
A/c No. : **022231043001908**
Branch & IFS Code : **Ameerpet Br & ANDB0000222**

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

Vinay
Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 04-08-2020 14:03:34

69379

31.07.20 12:25:05

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-50
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
Gautam Enterprises	**Doc No**	69379	163114
7-2-625,Rashtrapathi Road, Secunderabad - 500003	**Doc Date**	04-08-2020	
	Quote No	Nil	
GSTIN -	**Quote Date**	04-08-2020	
27717725,66317725,66382615 9246535926	**SupplyType**	Supply	

Kind Attn : Mr. M. Sampath Raj

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	4011 - Consumables - Coffee Powder - NA - kgs	2.00	420.00	0.00	0.00	840.00
2	4060 - Consumables - Tea Powder - NA - kgs *Lemon*	2.00	325.00	0.00	0.00	650.00
	Total Order Value . . .					**1,490.00**

Rupees : One Thousand Four Hundred Ninty 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	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. 9502211011
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
Security	Nil
Remarks	

For ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

Name : 04/08/2020

Contact - -

Accepted the above Terms And Conditions

For ***Gautam Enterprises***

Name :

Date : __/__/___

Requisition Form

Company Name:	GVRC	Date:	03.08.2020
Site & Phase :	INNOPOLIS	Time:	15:00
Supplier		Req. No.	163114
Material required before date:	urgent	ID No.	58942

No	Description	Size	Quantity	Units	Inward No	Date
1	Coffee powder	500 grams	02	No's		
2	Tea powder	500 grams	02	No's		
3						
4						
5	PO 69379					
6						
7						
8						
9						

Remarks : For office purpose

APPROVED
04
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	Radhika	Approved by	VENKATESH.G
Sign.& Date	03.08.2020	Sign. & Date	03.08.2020

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