PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/09/2020	Prepared by:	T.D. Murthy
PO/WO no.	69845	PO / WO Date.	26/08/2020
Supplier Name	Gautham Enterprises	PO/WO amount	Rs. 2,235/-
Firm/Company	Silver Oak Villas LLP	Project	SOV - IX
Sl. No.	Bill No.	Bill Date	Bill amount
1.	461	11/09/2020	Rs. 1,995/-
2.			-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 1,995/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	461	11/09/2020	82927	☑ 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. 1,995/-
Amount E – PO / WO value:				Rs. 2,235/-
Amount F – Difference (A – E):				Rs. -240/-

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	**19/09/2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 16 SEP 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	16/9/20						

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 1-10-98/19, Vallabh Nagar,Begumpet, Secunderabad Pin-500016 Ph.27763763,40211963 GSTIN/UIN: 36ADIPA9683N1ZW State Name : Telangana, Code : 36 E-Mail : gautham_entps2424@yahoo.com	Invoice No. **461** Delivery Note Supplier's Ref.	Dated **11-Sep-2020** Mode/Terms of Payment Other Reference(s)
Buyer **Silver Oak Villas LLP** HYDERABAD GSTIN/UIN : 36ADBFS3288A2Z7 PAN/IT No : State Name : Telangana, Code : 36	Buyer's Order No. P.O.NO 69849,155945 dt 26.8.20 Despatch Document No. 69845 Despatched through **Somesh TS10UB5649** Terms of Delivery	Dated **11-Sep-2020** Delivery Note Date Destination

Sl No.	Description of Goods	HSN/SAC	MRP/ Marginal	Quantity	Rate	per	Disc. %	Amount
1	**Nescafe Signature Premix**	21011200		**3 kg**	355.93	kg		**1,067.79**
2	**Nestea Iced Premix 750grms**	21011200		**3 nos**	207.63	nos		622.89
								1,690.68
	CGST Output - 9%				9 %			152.16
	SGST Output - 9%				9 %			152.16
	Total							**₹ 1,995.00**

INWARD WITH TIME:
Inward No. 14735 Dt: 12/9/20
MRN No: 82927 Dt: 12/9/20
Received By: Sign:
SILVER OAK VILLAS LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 69248
Date 15/9
Sign

E. & O.E

Amount Chargeable (in words)

INR One Thousand Nine Hundred Ninety Five Only

	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
	1,690.68	9%	152.16	9%	152.16	304.32
Total:	**1,690.68**		**152.16**		**152.16**	304.32

Tax Amount (in words) : **INR Three Hundred Four and Thirty Two paise Only**

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

GAUTHAM ENTERPRISES Begumpet, Secunderabad-16.

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 26-08-2020 3:33:23 PM Or

69845
26.08.20 1:23:35

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**	69845	155945
Shop No. 1-10-98/19, Begumpet, behind Panthalooms,Sec-Bad	**Doc Date**	26-08-2020	
	Quote No	Nil	
GSTIN 36ADIPA9683N12W NA	**Quote Date**	26-08-2020	
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
2	4060 - Consumables - Tea Powder - NA - kgs *lemoen*	3.00	325.00	0.00	0.00	975.00
			Total Order Value . . .			**2,235.00**
	Rupees : Two Thousand Two Hundred Thirty Five 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
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 ***Silver Oak Villas LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Gautham Enterprises***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	25-08-2020
Site & Phase :	SOV	Time:	16.00
Supplier		Req. No.	155945
Material required before date:	31-08-2020	ID No.	59360

No	Description	Size	Quantity	Units	Inward No	Date
1	Lemon Tea Powder	std	03	Kgs		
2	Coffee Powder	std	03	Kgs		
3	69845					
4						
5						
6						
7						
8						
9						
10						

Remarks: - For site staff purpose

Prepared By	Mona	Approved by	
Sign.& Date	25-08-2020	Sign. & Date	

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

Company Name:		Date:	
Site & Phase :		Time:	
Supplier			
Material required before date:	Urgent	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: -

Prepared By	K.Purshotham	Approved by	
Sign.& Date		Sign. & Date	

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