PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| | | Prepared by: | MINISH |
| Date: | 17/10/2020. | PO / WO Date. | 30/09/2020 |
| PO/WO no. | 70883 | PO/WO amount | 2,980/- |
| Supplier Name | Gautham Enterprises | Project | SOV Phase-IX |
| Firm/Company | SOVLLP. | Bill Date | Bill amount |
| Sl. No. | Bill No. | | |
| 1 | 591 | 05/10/2020 | 2,980/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 2,980/- |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| | | | 83669. | ☒ Yes ☐ No |
| 1. | | | | ☐ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | |

| | |
|---|---|
| Amount B –Other Credits : Transportation charges | – |
| Amount C –Other Debits : | – |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | 2,980/- |
| Amount E – PO / WO value: | 2,980/- |
| Amount F – Difference (A – E): GST-18% | |

| | |
|---|---|
| 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 | 19/10/2020. |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | MD | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | | | APPROVED 17 OCT 2020 MINISH PARIKH MANAGER PROCUREMENT | | | | |
| 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. 10,000/-, Purchase Manager or Procurement Manager to appro[ve] all bills from 10,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclu[de] transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds R[s.] 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

Buyer
**Silver Oak Villas LLP**
HYDERABAD
GSTIN/UIN : 36ADBFS3288A2Z7
PAN/IT No :
State Name : Telangana, Code : 36

| | |
|---|---|
| Invoice No. **591** | Dated **5-Oct-2020** |
| Delivery Note | Mode/Terms of Payment |
| Supplier's Ref. | Other Reference(s) |
| Buyer's Order No. **p.o.no - 70883dt 30.9.20** | Dated **5-Oct-2020** |
| Despatch Document No. | Delivery Note Date |
| Despatched through **Shekar** | Destination |
| Terms of Delivery | |

| Sl No. | Description of Goods | HSN/SAC | MRP/ Marginal | Quantity | Rate | per | Disc. % | Amount |
|---|---|---|---|---|---|---|---|---|
| 1 | **Nescafe Signature Premix** | 21011200 | | **4 kg** | 355.93 | kg | | **1,423.72** |
| 2 | **Nestea Iced Premix 750grms** | 21011200 | | **4 nos** | 275.42 | nos | | **1,101.68** |
| | | | | | | | | 2,525.40 |
| | ***CGST Output - 9%*** | | | | 9 | % | | **227.28** |
| | ***SGST Output - 9%*** | | | | 9 | % | | **227.28** |
| | ***Rounded Off*** | | | | | | | **0.04** |
| | Total | | | | | | | **₹ 2,980.00** |

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 20011 Date 13/10 Sign.

INWARD WITH TIME:
Inward No. 14838 Dt: 6/10/20
MRN No: 83669 Dt: 6/10/20
Received By: Sign:
SILVER OAK VILLAS LLP

Amount Chargeable (in words)
**INR Two Thousand Nine Hundred Eighty Only**
*E. & O.E*

| | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| | 2,525.40 | 9% | 227.28 | 9% | 227.28 | 454.56 |
| **Total:** | **2,525.40** | | **227.28** | | **227.28** | **454.56** |

Tax Amount (in words) : **INR Four Hundred Fifty Four and Fifty Six 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
Vijay
Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

# Purchase Order

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70883
28.09.20 5:24:35

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<br>Shop No. 1-10-98/19, Begumpet, behind Panthalooms,Sec-Bad | **Doc No** | 70883 | 156033 |
| | **Doc Date** | 30-09-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ADIPA9683N12W NA | **Quote Date** | 30-09-2020 | |
| 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 | 4.00 | 420.00 | 0.00 | 0.00 | 1,680.00 |
| 2 | 4060 - Consumables - Tea Powder - NA - kgs<br>*lEMON TEA POWDER* | 4.00 | 325.00 | 0.00 | 0.00 | 1,300.00 |
| | | | | | **Total Order Value . . .** | **2,980.00** |

Rupees : Two Thousand Nine Hundred Eighty Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | 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<br>Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint<br>Phone. Contact: Security 65908777, 9502288244 Sanjay |
| **Penality For Delay** | Nil |
| **Transportation** | 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 : 30/09/2020
Contact : -

Accepted the above Terms And Conditions
For *Gautham Enterprises*

Name : ______________________

Date : __/__/____