PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/11/2020	Prepared by:	NEHA.C
PO/WO no.	71764	PO / WO Date.	31/10/2020
Supplier Name	Gautham Enterprises	PO/WO amount	3075/-
Firm/Company	SOV LLP	Project	SOV
Sl. No.	Bill No.	Bill Date	Bill amount
1	763	04/11/2020	3075/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3075/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			84884	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits : Transportation charges	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	3075/-
Amount E – PO / WO value:	3075/-
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	16/11/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	13/11/2020	13/11					

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 approve 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, 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. **763**	Dated **4-Nov-2020**
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. **P.O.NO 71764 DT 31.10.20**	Dated **4-Nov-2020**
Despatch Document No.	Delivery Note Date
Despatched through **MADHU TS 10UB5649**	Destination
Terms of Delivery	

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

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**Nescafe Signature Premix**	21011200	18 %	**5 kg**	355.93	kg		**1,779.65**
2	**Nestea Lemon 1 Kg**	21012090	18 %	**3 nos**	275.42	nos		**826.26**
								2,605.91
	CGST Output - 9%				9	%		**234.53**
	SGST Output - 9%				9	%		**234.53**
	Rounded Off							**0.03**
	Total							**₹ 3,075.00**

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 70869 Date 5/11 Sign. neha

INWARD WITH TIME:
Inward No. 15607 Dt: 5/11/20
MRN No: 84884 Dt: 5/11/2020
Received By: Sign:
SILVER OAK VILLAS LLP

E. & O.E

Amount Chargeable (in words)
INR Three Thousand Seventy Five Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
21011200	1,779.65	9%	160.17	9%	160.17	320.34
21012090	826.26	9%	74.36	9%	74.36	148.72
Total	**2,605.91**		**234.53**		**234.53**	**469.06**

Tax Amount (in words) : **INR Four Hundred Sixty Nine and Six paise Only**

of. mdr.
7337528678.

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

for Gautham Enterprises

Authorised Signatory

GAUTHAM ENTERPRISES Begumpet, Secunderabad

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 02-11-2020 14:36:27

71764
30.10.20 4:42:54

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			
Gautam Enterprises	**Doc No**	71764	156102
7-2-625,Rashtrapathi Road, Secunderabad - 500003	**Doc Date**	31-10-2020	
	Quote No	Nil	
GSTIN -	**Quote Date**	31-10-2020	
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	5.00	420.00	0.00	0.00	2,100.00
2	4060 - Consumables - Tea Powder - NA - kgs *Lemon*	3.00	325.00	0.00	0.00	975.00
				Total Order Value . . .		**3,075.00**

Rupees : Three Thousand Seventy 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 :

Contact

Name : ______

Accepted the above Terms And Conditions

For ***Gautam Enterprises***

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	30-10-2020
Site & Phase :	Silver Oak Villas	Time:	10.00
Supplier		Req. No.	156102
Material required before date:	03-11-2020	ID No.	61148

No	Description	Size	Quantity	Units	Inward No	Date
1	Coffee Powder	1kg	05	Packets		
2	Lemon Tea Powder	1Kg	03	Packets		
3						
4						
5						
6						
7						
8						
9						
10						

P.O. 71764.

Remarks: -For Customers & Site Staff purpose

Prepared By	G. Mona	Approved by	
Sign.& Date	30-10-2020	Sign. & Date	

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