PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14-12-20	Prepared by:	Prabhakar.P
PO/WO no.	72655	PO / WO Date.	02-12-20
Supplier Name	Gautham Enterprises	PO/WO amount	2,100-00
Firm/Company	Silver Oak Villas LLP	Project	Phase IX
Sl. No.	Bill No.	Bill Date	Bill amount
1	957	8-12-20	2,100-00
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,100-00

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			86116	☐ 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:	2,100-00
Amount E – PO / WO value:	2,100-00
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 ac~~ceptable 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	**21-12-20**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]					
Date		14/12					

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. **957**	Dated **8-Dec-2020**
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. **Po no: 72655 dt: 2/12/20**	Dated **8-Dec-2020**
Despatch Document No.	Delivery Note Date
Despatched through **Mr.Madhu Babu**	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**
	CGST Output - 9%				9	%		**160.17**
	SGST Output - 9%				9	%		**160.17**
	Rounded Off							**0.01**
	Total			**5 kg**				**₹ 2,100.00**

Amount Chargeable (in words) *E. & O.E*
INR Two Thousand One Hundred 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
Total	1,779.65		160.17		160.17	320.34

Tax Amount (in words) : **INR Three Hundred Twenty and Thirty Four 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

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

INWARD WITH TIME:
Inward No. 15221 Dt. 8/12/20
MRN No: 86116 Dt: 8/12/2020
Received By:
SILVER OAK VILLAS LLP

GAUTHAM ENTERPRISES Begumpet Secunderabad-16

 03-12-2020 11:19:58

Purchase Order

72655
Orig 25.11.20 1:28:07

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
Shop No. 1-10-98/19, Begumpet, behind Panthalooms,Sec-Bad

GSTIN 36ADIPA9683N12W NA
2776-3763 / 6633-8763 9848035963

Doc No	72655	156211
Doc Date	02-12-2020	
Quote No	Nil	
Quote Date	02-12-2020	
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	5.00	420.00	0.00	0.00	2,100.00
	Rupees : Two Thousand One Hundred Only.				**Total Order Value . . .**	**2,100.00**

Terms and Conditions :-

Specification /	All items shall be of 'NCL' brand.
Payment Terms	100% Advance
Tax	All taxes included in above price.
Delivery Date	With in 4 days
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	Included
Warranty	Nil
Advance Paid	Rs.31,000/- by RTGS
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for revision of stock in SSLLP stores purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Silver Oak Villas LLP*
Authorised Signatory

03/12/2020

Name :

Contact - -

Accepted the above Terms And Conditions
For *Gautham Enterprises*

Name :

Date : _/_/_