

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 12/01/21		Prepared by: D.SOWMYA	
PO/WO no. 73224		PO / WO Date. 23/12/2020	
Supplier Name Gautham Enterprises		PO/WO amount 2,100/-	
Firm/Company Sov Up		Project Sov	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1128	02/01/2021	2,100/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,100/-
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.			87212 ☐ 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/-
Amount E – PO / WO value:			2,100/-
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		16.1.2021	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha		
Date	12/01/2021		

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
 1-10-98/11, Vallabh Nagar, Begumpet, Secunderabad
 Pin-500016 Ph.27763763,40211963
 GSTIN/UIN: 36ADIPA9683N1ZW
 State Name : Telangana, Code : 36
 E-Mail : gautham_entps2424@yahoo.com
 Consignee (Ship to)

Silver Oak Villas LLP
 HYDERABAD
 GSTIN/UIN : 36ADBFS3288A2Z7
 State Name : Telangana, Code : 36
 Buyer (Bill to)
Silver Oak Villas LLP
 HYDERABAD
 GSTIN/UIN : 36ADBFS3288A2Z7
 State Name : Telangana, Code : 36

Invoice No. 1128	Dated 2-Jan-21
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No.	Dated
Po no: 73224 dt:23/12/20	2-Jan-21
Dispatch Doc No.	Delivery Note Date
Dispatched through Balu	Destination
Terms of Delivery	

Sl No	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate (Incl. of Tax)	Rate	per	Disc. %	Amount
1	Nescafe Signature Premix	21011200	18 %	5 kg	420.00	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) **INR Two Thousand One Hundred Only**
 E. & O.E

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**

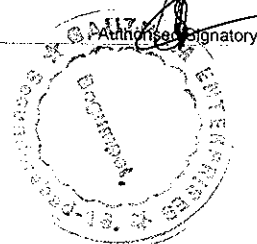
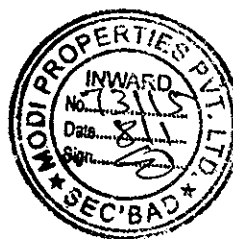
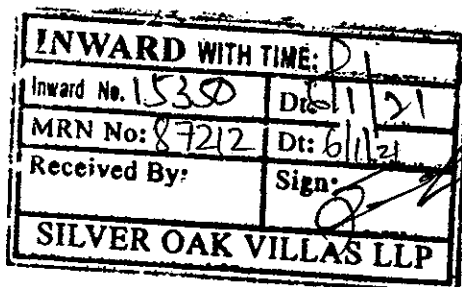
Company's Bank Details
 Bank Name : **Andhra Bank**
 A/c No. : **022231043001908**
 Branch & IFS Code : **Ameerpet Br & UBIN0802221**

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

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice



Purchase Order

Page(s) 1 Of 1

23-12-2020 16:29:04

Orig



73224

23.12.20 11:29:46

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	73224	156257
Doc Date	23-12-2020	
Quote No	Nil	
Quote Date	23-12-2020	
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
Total Order Value . . .					2,100.00

Rupees : Two Thousand One Hundred Only.

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

Penalty 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 site**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Gautham Enterprises**

Name : _____

Name : _____

Date : __/__/__

Contact : -