PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	29/01/21	Prepared by:	D.SOWMYA
PO/WO no.	73981	PO / WO Date.	19/01/21
Supplier Name	Gausthan Enterprises	PO/WO amount	2,235/-
Firm/Company	Silver Oak Villas LLP	Project	SOV LLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1270	23/01/21	2,235/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,235/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			87907	☑ 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:	2,235/-
Amount E – PO / WO value:	2,235/-
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	~~23.1.2021~~ 05/02/21

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	[signature] APPROVED 30 JAN 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	29/01/21	30/1/21					

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. **1270**	Dated **23-Jan-21**
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No. **Po no: 73981 dt: 19-1-21**	Dated **23-Jan-21**
Dispatch Doc No.	Delivery Note Date
Dispatched through **Mr.Madhu**	Destination
Terms of Delivery	

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

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate (Incl. of Tax)	Rate	per	Disc. %	Amount
1	**Nescafe Signature Premix**	21011200	18 %	**3 kg**	420.00	355.93	kg		**1,067.79**
2	**Nestea Lemon 1 Kg**	21012090	18 %	**3 nos**	325.00	275.42	nos		**826.26**
									1,894.05
	CGST Output - 9%					9	%		**170.46**
	SGST Output - 9%					9	%		**170.46**
	Rounded Off								**0.03**
	Total								**₹ 2,235.00**

INWARD WITH TIME:
Inward No. 15440 Dt. 23/1/21
MRN No: 87907 Dt: 25/1/2021
Received By: Sign: 23/1/21
SILVER OAK VILLAS LLP

Amount Chargeable (in words)
INR Two Thousand Two Hundred Thirty Five Only
E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
21011200	1,067.79	9%	96.10	9%	96.10	192.20
21012090	826.26	9%	74.36	9%	74.36	148.72
Total	**1,894.05**		**170.46**		**170.46**	**340.92**

Tax Amount (in words) : **INR Three Hundred Forty and Ninety Two paise Only**

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

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

GAUTHAM ENTERPRISES Begumpet, Secunderabad

SUBJECT TO HYDERABAD JURISDICTION
This is a Computer Generated Invoice

MODI ... SEC'BAD
No. ~~73798~~ 73856
Date 28/1
Sign.

20-01-2021 2:33:21 PM

Purchase Order

73981
16.01.21 10:36:45

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	73981	156322
Doc Date	19-01-2021	
Quote No	Nil	
Quote Date	19-01-2021	
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	4060 - Consumables - Tea Powder - NA - kgs *Lemon*	3.00	325.00	0.00	0.00	975.00
2	4011 - Consumables - Coffee Powder - NA - kgs	3.00	420.00	0.00	0.00	1,260.00
					Total Order Value . . .	**2,235.00**

Rupees : Two Thousand Two Hundred Thirty Five Only.

Terms and Conditions :-

Specification /	All items shall be of 1st quality brand.
Payment Terms	nill
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	nill
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for site use
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:	18-01-2021
Site & Phase :	Silver Oak Villas	Time:	10.00
Supplier		Req. No.	156322
Material required before date:	21-01-2021	ID No.	63167

No	Description	Size	Quantity	Units	Inward No	Date
1	LIZOL		05	Nos		
2	YELLOW CLOTHS		12	Nos		
3	WHITE CLOTHS		12	Nos		
4	ROOM FRSHNER		3	Nos		
5	AIR POCKETS		12	Nos		
6	PHENOIL		06	Nos		
7	SANITIZERS		3	Nos		
8	COFFEE POWDER		3	Nos		
9	LEMON TEE POWDER		3	Nos		

73980
73981

Remarks: -For Site use purpose

Prepared By	G.Mona	Approved by	
Sign.& Date	18-01-2021	Sign. & Date	

APPROVED
22 JAN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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