PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 06/04/2021 | Prepared by: | T.D. Murthy |
| PO/WO no. | 75661 | PO / WO Date. | 17/03/2021 |
| Supplier Name | Gautham Enterprises | PO/WO amount | Rs. 2,100/- |
| Firm/Company | Silver Oak Villas LLP | Project | SOV III |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 1692 | 25/03/2021 | Rs. 2,100/- |
| 2. | - | - | - |
| 3. | - | - | - |
| 4. | - | - | - |
| 5. | - | - | - |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | Rs. 2,100/- |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 1692 | 25/03/2021 | 90557 | ☑ Yes ☐ No |
| 2. | - | - | - | ☐ Yes ☐ No |
| 3. | - | - | - | ☐ Yes ☐ No |
| 4. | - | - | - | ☐ Yes ☐ No |

| | |
|---|---|
| Amount B –Other Credits : | - |
| Amount C –Other Debits : | - |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | Rs. 2,100/- |
| Amount E – PO / WO value: | Rs. 2,100/- |
| Amount F – Difference (A – E): | - |
| 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 | **10/04/2021** |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | | | APPROVED 06 APR 2021 MINISH PARIKH MANAGER PROCUREMENT | | | | |
| Date | 6/4 | | | | | | |

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

(ORIGINAL FOR RECIPIENT)

# TAX INVOICE

**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.<br>**1692** | Dated<br>**25-Mar-21** |
| Delivery Note | Mode/Terms of Payment |
| Reference No. & Date. | Other References<br>**TS10UA0143** |
| Buyer's Order No.<br>**Po no: 75661 dt: 17-3-21** | Dated<br>**25-Mar-21** |
| Dispatch Doc No. | Delivery Note Date |
| Dispatched through<br>**Mr.Shekar** | 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 % | **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** |

INWARD WITH TIME:
Inward No 15682 Dt: 26/3/21
MRN No: 90557 Dt: 26/3/2021
Received By: Sign
SILVER OAK VILLAS LLP

E. & O.E

Amount Chargeable (in words)
**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 : **Union Bank of India**
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**

GAUTHAM ENTERPRISES Begumpet, Secunderabad-16.

Authorised Signator

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

MODI PROP... SEC'BAD
No. 7619
Date 01/04
Sign B

# Purchase Order

 17-03-2021 16:17:44

C

75661
15.03.21 12:26:21

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** | 75661 | 183551 |
| | **Doc Date** | 17-03-2021 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ADIPA9683N12W NA | **Quote Date** | 17-03-2021 | |
| 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 | 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 /** | As per details given in the quotation. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | All taxes included in above price. |
| **Delivery Date** | Next Working Day. |
| **Delivery Location** | Silver Oak Villas Part III<br>Sy .No.11,12,14,15,16,17,18 , 294<br>Phone. 0 |
| **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 site use purpose. |
| **Completion Date** | NA |
| **Measurment** | NA |
| **Security** | Nil |
| **Remarks** | |

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : ____________________

Contact - -

Accepted the above Terms And Conditions

For ***Gautham Enterprises***

Name : ____________________

Date : __/__/____

| | | | |
|---|---|---|---|
| Company Name: | Silver Oak Villas LLP | Date: | 17-03-2021 |
| Site & Phase : | Silver Oak Villas | Time: | 14.00 |
| Supplier | | Req. No. | 156414 |
| Material required before date: | 20-03-2021 | ID No. | 64730 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Coffee Powder | | 05 | packets | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

75661

| | | | |
|---|---|---|---|
| Prepared By | Mona | Approved by | |
| Sign.& Date | 17-03-2021 | Sign. & Date | |
| | | | |

APPROVED
19 MAR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE