2 ①

PURCHASE DIVISION
Advice for approval for credit to supplier

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Date:	28/7/21	Prepared by:	Sridevi
PO/WO no.	78740	PO / WO Date.	28/6/21
Supplier Name	Gautham Enterprises	PO/WO amount	1,800/-
Firm/Company	SOVLLP	Project	SOV
Sl. No.	Bill No.	Bill Date	Bill amount
1	488	22/7/21	1,800/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,800/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.				□ 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:	1,800/-
Amount E – PO / WO value:	1,800/-
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	02/08/21
Remarks:	—

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sri	[signature]					
Date	28/7/21	28/7/21					

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/-

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. **488**	Dated **22-Jul-21**
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References **TS10UB5649**
Buyer's Order No. **Po No: 78740 DT: 28/6/21**	Dated **22-Jul-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 %	**4 kg**	450.00	381.36	kg		**1,525.44**
	CGST Output - 9%					9	%		**137.29**
	SGST Output - 9%					9	%		**137.29**
	Less : ***Rounded Off***								**(-)0.02**
	Total			**4 kg**					**₹ 1,800.00**

INWARD WITH TIME:
Inward No 15910 Dt 27/7/21
MRN No 94156 Dt 27/7/21
Received By: Sign
SILVER OAK VILLAS LLP

Amount Chargeable (in words) *E. & O.E*
INR One Thousand Eight Hundred Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
21011200	1,525.44	9%	137.29	9%	137.29	274.58
Total	**1,525.44**		**137.29**		**137.29**	**274.58**

Tax Amount (in words) : **INR Two Hundred Seventy Four and Fifty Eight 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
Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

SUMMIT SALES LLP. R.R. DIST.
IN WARD
No: 82721
Date: 26/7
Sign: L

Purchase Order

 17-07-2021 11:19:58 Orig

78740
16.07.21 4:14:06

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	**Doc No**	78740	156518
Shop No. 1-10-98/19, Begumpet, behind Panthalooms,Sec-Bad	**Doc Date**	28-06-2021	
	Quote No	Nil	
GSTIN 36ADIPA9683N12W NA	**Quote Date**	28-06-2021	
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	4.00	450.00	0.00	0.00	1,800.00
					Total Order Value . . .	**1,800.00**

Rupees : One Thousand Eight 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 Phase - IX Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint Phone. Contact: Security 65908777, 9502288244 Sanjay
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 Customer Refreshment purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For *Silver Oak Villas LLP*
Authorised Signatory

17/07/2021

Name : ______

Contact ...

Accepted the above Terms And Conditions
For ***Gautham Enterprises***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	SILVER OAK VILLAS LLP	Date:	16-07-21
Site & Phase :	SILVER OAK VILLAS	Time:	12.00
Supplier		Req. No.	156518
Material required before date:	20-07-21	ID No.	67601

No	Description	Size	Quantity	Units	Inward No	Date
1	Cofee powder		04	nos		
2						
3						
4						
5	78740					
6						
7						
8						
9						
10						

Remarks: - For customer refreshment purpose

APPROVED
17 JUL 2021
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	16-07-21	Sign. & Date	

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