

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

W

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                  |                                                                                                                                                                           |                                                                           |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-------------|-----------------------------|------------------|---------------------|-----|-----------------------------|------------|------------------|-------|--|--|--|--|--|--|--|------|--|--|--|--|--|--|--|
| Date: 13/11/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                  | Prepared by: MINISH                                                                                                                                                       |                                                                           |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| PO/WO no. 81907.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                  | PO / WO Date. 21/10/2021                                                                                                                                                  |                                                                           |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| Supplier Name Gautham Enterprises                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                  | PO/WO amount 3,760/-                                                                                                                                                      |                                                                           |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| Firm/Company Nektar & Modi Roady Kowkur LLP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  | Project G+M                                                                                                                                                               |                                                                           |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| Sl. No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Bill No.         | Bill Date                                                                                                                                                                 | Bill amount                                                               |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 1105             | 22/10/2021                                                                                                                                                                | 3,760/-                                                                   |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                  |                                                                                                                                                                           |                                                                           |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                  |                                                                                                                                                                           |                                                                           |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                  |                                                                                                                                                                           |                                                                           |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| Amount A – Bills total(Excluding Transport & Hamali Charges):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                  |                                                                                                                                                                           | 3,760/-                                                                   |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| Sl. No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | DC .No           | DC. Date                                                                                                                                                                  | MRN No. DC matches MRN                                                    |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |                                                                                                                                                                           | 98233 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| 2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |                                                                                                                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No                  |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| 3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |                                                                                                                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No                  |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| Amount B –Other Credits : Transportation charges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                  |                                                                                                                                                                           |                                                                           |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| Amount C –Other Debits :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |                                                                                                                                                                           |                                                                           |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| Amount D (D=A+B-C) – Amount to be credited to the supplier:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |                                                                                                                                                                           | 3,760/-                                                                   |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| Amount E – PO / WO value:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |                                                                                                                                                                           | 3,760/-                                                                   |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| Amount F – Difference (A – E): GST-18%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |                                                                                                                                                                           | NIL                                                                       |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| Quantity received as per PO /WO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below) |                                                                           |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| Is difference between PO / Bill acceptable?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explained below)                                                                                     |                                                                           |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| Excess / short material received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                  | <input type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)                                                                |                                                                           |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| Close PO / W?O                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)                             |                                                                           |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| Advance paid / PDC given (deduct when paying)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                  | <input type="checkbox"/> Yes – Rs. ___/- <input checked="" type="checkbox"/> No                                                                                           |                                                                           |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| Payment – due date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  | 22/11/2021                                                                                                                                                                |                                                                           |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| Remarks:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |                                                                                                                                                                           |                                                                           |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;">Approved by</td> <td style="width: 12.5%;">Purchase Officer</td> <td style="width: 12.5%;">Purchase Manager</td> <td style="width: 12.5%;">Procurement Manager</td> <td style="width: 12.5%;">M D</td> <td style="width: 12.5%;">Accounts – receiver of bill</td> <td style="width: 12.5%;">Accountant</td> <td style="width: 12.5%;">Accounts Manager</td> </tr> <tr> <td>Sign:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> |                  |                                                                                                                                                                           |                                                                           | Approved by | Purchase Officer            | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager | Sign: |  |  |  |  |  |  |  | Date |  |  |  |  |  |  |  |
| Approved by                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Purchase Officer | Purchase Manager                                                                                                                                                          | Procurement Manager                                                       | M D         | Accounts – receiver of bill | Accountant       | Accounts Manager    |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| Sign:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                  |                                                                                                                                                                           |                                                                           |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                  |                                                                                                                                                                           |                                                                           |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |  |  |  |  |  |  |  |

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

Consignee (Ship to)

**Mehta & Modi Realty Kowkur LLP**

5-4-187/3&amp;4, IInd Floor

MG Road, Soham Mansion

Secunderabad-500003

GSTIN/ UIN : 36ABLFM7631F1Z3

State Name : Telangana, Code : 36

Buyer (Bill to)

**Mehta & Modi Realty Kowkur LLP**

5-4-187/3&amp;4, IInd Floor

MG Road, Soham Mansion

Secunderabad-500003

GSTIN/ UIN : 36ABLFM7631F1Z3

State Name : Telangana, Code : 36

Invoice No.

**1105**

Dated

**22-Oct-21**

Delivery Note

Mode/Terms of Payment

Reference No. &amp; Date.

Other References

Buyer's Order No.

Dated

p o no: 81907 dt: 21-10-21

**22-Oct-21**

Dispatch Doc No.

Delivery Note Date

Dispatched through

Destination

**Mr.Somesh**

Terms of Delivery

| Sl No            | Description of Goods     | HSN/SAC  | GST Rate | Quantity | Rate (Incl. of Tax) | Rate per kg | Disc % | Amount   |
|------------------|--------------------------|----------|----------|----------|---------------------|-------------|--------|----------|
| 1                | Nescafe Signature Premix | 21011200 | 18 %     | 8 kg     | 470.00              | 398.31      | kg     | 3,186.48 |
| CGST Output - 9% |                          |          |          |          |                     |             |        | 286.78   |
| SGST Output - 9% |                          |          |          |          |                     |             |        | 286.78   |
| Less:            |                          |          |          |          |                     |             |        | (-)0.04  |

Total

8 kg

₹ 3,760.00

E. &amp; O.E

Amount Chargeable (in words)

**INR Three Thousand Seven Hundred Sixty Only**

| HSN/SAC  | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|----------|---------------|------------------|--------------------|----------------|------------------|------------------|
| 21011200 | 3,186.48      | 9%               | 286.78             | 9%             | 286.78           | 573.56           |
| Total    | 3,186.48      |                  | 286.78             |                | 286.78           | 573.56           |

Tax Amount (in words) : **INR Five Hundred Seventy Three and Fifty Six paise Only**

Company's Bank Details

Bank Name : **Union Bank of India**A/c No. : **022231043001908**Branch & IFS Code : **Ameerpet Br & UBIN0802221**

for Gautham Enterprises

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

| INWARD           |                   |
|------------------|-------------------|
| Inward No: 11641 | Dt: 22/10/21      |
| MRN No: 98233    | Dt: 23/10/21      |
| Received By:     | Sign: [Signature] |





## Purchase Order

Page(s) 1 Of 1

21-10-2021 14:11:54



81907

19.10.21 5:30:09

From Company : **Mehta & Modi Realty Kowkur LLP**  
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500000  
G S T No. : 36ABLFM7631F1Z3

### Supplier Details

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

Doc No 81907 140839

Doc Date 21-10-2021

Quote No Nil

Quote Date 09-09-2021

SupplyType Supply

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

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 | 8.00 | 398.30 | 0.00 | 18.00 | 3,759.95 |
| Total Order Value . . .                         |      |        |      |       | 3,759.95 |

Rupees : Three Thousand Seven Hundred Fifty Nine and Paise Ninty Five Only.

### Terms and Conditions :-

Specification / Brand is Cafe desire

Payment Terms After delivery

Tax Included in the above prices

Delivery Date With in a day

Delivery Location Greenwood Heights  
Sy no: 196, Kowkur.  
Phone. 040-66335551

Penalty For Delay Nil

Transportation Nil

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications, above order is for site office use purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks Nil

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Name : \_\_\_\_\_

Accepted the above Terms And Conditions

For **Gautham Enterprises**

Name : \_\_\_\_\_

Date : \_\_/\_\_/\_\_

# Requisition Form

1358

| Company Name:                                    |               | MMR Kowkur llp |          | Date:        |           | 21-10-2021 |       |
|--------------------------------------------------|---------------|----------------|----------|--------------|-----------|------------|-------|
| Site & Phase :                                   |               | GHT            |          | Time:        |           | 10:20      |       |
| Supplier                                         |               |                |          | Req. No.     |           | 140839     |       |
| Material required before date:                   |               |                |          |              | ID No.    |            | 70490 |
| No                                               | Description   | Size           | Quantity | Units        | Inward No | Date       |       |
| 1                                                | Coffee powder | 1 kg           | 08       | No.s         |           |            |       |
|                                                  | 81907         |                |          |              |           |            |       |
|                                                  |               |                |          |              |           |            |       |
|                                                  |               |                |          |              |           |            |       |
|                                                  |               |                |          |              |           |            |       |
|                                                  |               |                |          |              |           |            |       |
|                                                  |               |                |          |              |           |            |       |
|                                                  |               |                |          |              |           |            |       |
| 9                                                |               |                |          |              |           |            |       |
| 10                                               |               |                |          |              |           |            |       |
| Remarks: - For ght site&sale offfice use purpose |               |                |          |              |           |            |       |
| Prepared By                                      |               | K.Sneha        |          | Approved by  |           | A.Suresh   |       |
| Sign.& Date                                      |               | 21-10-2021     |          | Sign. & Date |           | 21-10-21   |       |

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

