

PURCHASE DIVISION
Advice for approval for credit to supplier



Date:		31/10/22		Prepared by		K.Mounika		Serial no.		9977	
Supplier name		Santhosh Tappaulin						HO inward no.			
Firm/Company		SCLLP		Project		Serene farms		HO received date			
PO/WO date		07/07/22		PO/WO No.		89834		Scan ID.			
Sl no.	Bill no.			Bill date		Bill amount		Original attached			
1.	194			08/07/22		3,771		<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			
4.								<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount A – Bills total (Excluding Transport & Hamali Charges):								3,771			
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report											
MRN nos.:		110012				Proof of delivery matches MRN		<input checked="" 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:								3,771			
Amount E – PO / WO value:								3,771			
Amount F – Difference (A – E):											
Quantity received as per PO / WO						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received					
Close PO / WO						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other					
Payment – due date						07/11/22					
Remarks: final bill											
Approved by		Purchase Officer		Purchase Manager		M D		Accountant		Accounts Manager	
Name:		K.Mounika									
Sign:											
Date		31/10/22									
Approval limit		Upto 20k		Above 20k		Above 100k		Upto 20k		Above 20k	

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weightment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

TAX-INVOICE

SANTHOSH TARPAULIN

2-9-39/7/3, Forzenguda,
Suryanagar, Old Alwal,
Medchal, Malkajgiri District - 500 010.
Telangana State

GSTIN :36ATWPA1307P1ZC

Email id: santhoshtarp@gmail.com

Cell: 9642662732

Bank Account : AXIS BANK

Acc.No.919020039284737

IFSC CODE :UTIB0001378

To SERENE CONSTRUCTIONS LLP
5-4-187/374 IInd floor MG ROAD
SECUNDERABAD 500003

GSTIN No. 36ACVFS7909P1ZV

Invoice No:**194**

Invoice Date: 08/07/2021

P.O.No.89834/150642

P.O.Date: 07.07.2021

Sl. No.	Descriptions	Code SAC HSN	Qty	Rate	Amount Rs. Ps.
1	UMBRELLA	4064	6 NOS	@ 280/-	1,680 .00
2	RAIN COATS	6201	4 NOS	@ 450/-	1,800.00

Rupees in words THREE THOUSAND SEVEN HUNDRED SEVENTY ONE TWO AND SIXTY PAISE ONLY

Total ::

3,480.00

CGST @ 6+2.5%

100.80+45

SGST @ 6+2.5 %

100.80+45

IGST ::

Grand Total ::

3,771.60

Receiver Signature & Seal



For SANTHOSH TARPAULIN

Authorized Signatory

TAX-INVOICE

SANTHOSH TARPAULIN

2-9 39/7/3, Forzenguda,
Suryanagar, Old Alwal,
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To SERENE CONSTRUCTIONS LLP
5-4-187/374 IInd floor MG ROAD
SECUNDERABAD 500003

GSTIN No. 36ACVFS7909P1ZV

Invoice No: **194** Deno.
Invoice Date: 08/07/2021
P.O.No.89834/150642
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				SGST @ 6+2.5 %	100.80+45
				IGST ::	
				Grand Total ::	3,771.60
Receiver Signature & Seal				For SANTHOSH TARPAULIN	
				 Authorized Signatory	

98
110012
Pranod Roy.
27/07/22
28/07/22
B



Purchase Order

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08-07-2022 15:25:33



89834

29.06.22 2:18:59

From Company : **Serene Constructions LLP**
5-4-187/374,ii Floor,M.G.Road,Secunderabad-500 003.
G S T No. : 36ACVFS7909P1ZV

Supplier Details

Santosh Tarpaulin
2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist
-500010

GSTIN 36ATWPA1307P1ZC

9642662732

Doc No	89834	150642
Doc Date	08-07-2022	
Quote No	Nil	
Quote Date	07-07-2022	
SupplyType	Supply	

Kind Attn : Santosh Kumar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4052 - Consumables - Raincoats - NA - nos	4.00	450.00	0.00	5.00	1,890.00
2 4064 - Consumables - Umbrella - other - nos	6.00	280.00	0.00	12.00	1,881.60
Total Order Value . . .					3,771.60


Rupees : Three Thousand Seven Hundred Seventy One and Paise Sixty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Serene Farms Sy no-44, Yenkepally Village, Chevella Mandal,RR.Dist-501 503 Phone. ..
Penalty 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 Staff & Security purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Serene Constructions LLP**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Santosh Tarpaulin**

Name : _____

Date : ___/___/___

Requisition Form

Company Name: Serene Construccions LLP

Site & Phase : Serene Farms

Date: 06-07-2022

Supplier: asap

Time: 07:12

Req. No. 150642

ID No. 77818

Material required before

Item

Qty required

Qty available at site

Order Qty

Inward No

Inward Date

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS6007-Consumables-Rain Coat----Nos	4	0	4		
2	CONS5716-Consumables-Umbrella----Nos	6	0	6		
3						
4						
5						
6						
7						
8						
9						
10						

89834

Remarks: for office and site use purpose

Engineer

Prepared By: M. NAVEEN REDDY

Approved By: M. NAVEEN REDDY

Sign & Date: M. Naveen Reddy 06/07/22

Project Manager

Purchase

MD

APPROVED

11 JUL 2022

P. PRABHAKAR
Sr. MANAGER PURCHASE