PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	06.03.23	Prepared by	V.RAVI	Serial no.	**14691**
Supplier name	P.B. SHAH & CO (Hyd)			HO inward no.	
Firm/Company	Serene Constructs LLP	Project	Serene farms	HO received date	
PO/WO date	17.12.22	PO/WO No.	9514 6	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	17732	02.01.23	3808-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3808-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 115943	Proof of delivery matches MRN ☑ 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:	3808-00
Amount E – PO / WO value:	4012-00
Amount F – Difference (A – E):	204-00
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment – due date	07/03/23
Remarks:	GST Difference, final bill & close this P.O

Approved by	Purchase Officer	for Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI			
Sign:		[signature]			
Date		06.03.23			
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 weighment 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.

PROPERTIES P. LTD. SEC'BAD INWARD
Date 6/3/23
Sign.

Form for closure of purchase order

Data required from site engineers:							
PO no.:	95146	PO date:	17-12-2022	Req. no.:	150662	Advice Scan ID	
MRN nos. related to PO							
☐	Part material received.						
☑	Full material received.						
☐	Material not received.						
☐	Close PO – Balance material will be re-ordered by new requisition.						
☐	Cancel PO. Material not required.						
☐	Cancel PO. Material will be re-ordered by new requisition.						
☐	Keep PO open. Material required.						
☐	Keep PO open. Work under progress.						
Remarks by engineer:							

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
Ch. Chandrashekar	Ch. cs Reddy	15/02/2023	Ch. cs Reddy	Ch. cs Reddy	15/02/23

Data required from accounts:			
☐	Checked with E&D for receipt of bills.		
☑	Bills not received against this PO.		
☐	Part bill received against this PO.	Bill nos.	
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	
Remarks by Accountants: Bills not received against this P.O			

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
B. Sudheer	Sudheer	17/02/23			

Advice by MD - action to be taken by purchase:			
☐	Get certified bill from supplier (not original).		
☐	Prepare bill in SSLLP for material supplied.		
☐	Get proof of delivery from site.		
☐	Barcoded PO missing – get certified copy from Accounts.		
☑	Thereafter, prepare advice to credit to supplier and send to HO for processing.		
☑	Close PO	☐	Keep PO open. Material awaited
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.		
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.		
☐	E&D to check receipt of bill and enter comments below.		
☐	Details of material supplied and balance material to be supplied is required.		
Remarks:			

Prepared by	Sign	Date

APPROVED BY
28 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 21-3-22 ver4

Purchase Order

14-02-2023 17:29:23

Original / Office Copy / Purchase Div.Copy

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

Supplier Details

P.B. Shah & Co.
5-2-152, R.P. Road, Sec-Bad -500 003

GSTIN -
2754-2241 / 27538130

·2754-2241

Doc No	95146	150662
Doc Date	17-12-2022	
Quote No	Nil	
Quote Date	17-12-2022	
SupplyType	Supply	

Kind Attn : Mr. Pranav.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	IGST	Amount
1 310200 - TOOL-Tools - Lawn mover--Protan 2hp - - - Nos *3HP Cutting Blades*	2.00	1,700.00	0.00	18.00	4,012.00
Rupees : Four Thousand Twelve Only.		**Total Order Value . . .**			**4,012.00**

Terms and Conditions :-

Specification /	All items shall be of Protone brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Serene Farms Sy no-44, Yenkepally Village, Chevella Mandal,RR.Dist-501 503 Phone. ..
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	1 Year
Advance Paid	Nil
Other Terms	Payment will be made only after inspection of material.Above material for site use purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Original Invoice+Copy of proof of delivery is required to process invoice for payment .DO NOT SEND ORIGINAL INVOICE TO SITE.Original invoice must be sent to HO office or purchase site office.proof of delivery/DC can be sent by email.

For ***Serene Constructions LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***P.B. Shah & Co.***

Name : ____________

Name : ____________

Date : __/__/____

GST No. : 36ADVPS0220J1ZA

Whatsapp : 8977338811
Telefax : 27542241
Phone : 27538130

TAX INVOICE

P. B. SHAH & CO. (HYD.)

Machinery, Tools, Hardware, Metals & Refractories Manufacturers, Stockists & Representatives
5-2-152, RASHTRAPATHI ROAD, SECUNDERABAD - 500 003.
e-mail : pbshahhyd@gmail.com website : www.pbshah.com

M/s. Serene Constructions LLp
M.G.Road, Secunderabad. GSTIN No. 36ACVFS7909P1ZV
Order No. 95146 Date 17/12/22

Bill No. 17732
Date 02/01/23
D. C. No.
Date

DESCRIPTION OF GOODS	QTY.	Unit Price	TOTAL Rs.	P.
1 Lawn mower blades (s.s)	2nos	1700/-	3400	00
HSN code :- 8433				
		TOTAL	3400	00
		CGST @ 6%	204	00
		SGST @ 6%	204	00
		IGST @	—	
		GRAND TOTAL	3808	00

INWARD
Inward No: 312 Dt: 06/01/23
MRN No: 115943 Dt: 07/01/23
Received By: Security Sign:
Serene Construction (Hyd) LLP

Bank Details :
P. due
BANK OF BARODA,
Branch : M. G. Road, Secunderabad.
Account No. : 05120200000130
IFSC Code : BARB0SECUND (Fifth Digit is Zero)

E & O. E.

For P. B. SHAH & CO.

Interest at the rate of 21% per annum unless paid within 30 days.
Our responsibility ceases on the delivery of goods given on railway or transport.
Subject to Secunderabad Jurisdiction.

Purchase Order

 17-12-2022 3:55:37 PM

95146
13.12.22 4:19:06

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

Supplier Details				
P.B. Shah & Co.		**Doc No**	95146	150662
5-2-152, R.P. Road, Sec-Bad -500 003		**Doc Date**	17-12-2022	
		Quote No	Nil	
GSTIN -	2754-2241	**Quote Date**	17-12-2022	
2754-2241 / 27538130		**SupplyType**	Supply	

Kind Attn : Mr. Pranav.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	310200 - TOOL-Tools - Lawn mover--Protan 2hp - - - Nos *3HP Cutting Blades*	2.00	1,700.00	0.00	18.00	4,012.00
					Total Order Value . . .	**4,012.00**

Rupees : Four Thousand Twelve Only.

Terms and Conditions :-

Specification /	All items shall be of Protone brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Serene Farms Sy no-44, Yenkepally Village, Chevella Mandal,RR.Dist-501 503 Phone. ..
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	1 Year
Advance Paid	Nil
Other Terms	Payment will be made only after inspection of material.Above material for site use purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Original Invoice+Copy of proof of delivery is required to process invoice for payment .DO NOT SEND ORIGINAL INVOICE TO SITE.Original invoice must be sent to HO office or purchase site office.proof of delivery/DC can be sent by email.

For ***Serene Constructions LLP***

Authorised Signatory

Name : 17/12

Accepted the above Terms And Conditions

For ***P.B. Shah & Co.***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name: SERENE CONSTRUCTION LLP

Site & Phase: SERENE FARMS

Unit No. Block No.

Supplier:

Material required before date: ASAP

Date: 16-12-2022

Time: 0:00

Req. No. 150662

ID No. 82530

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	TOOL7951-Tools-Lawn mover--Protan [redacted]--[redacted] 3HP BLADES	2		2		
2						
3						
4						
5						
6						
7						
8						
9						
10						

95146.

Remarks:

	Engineer	Project Manager	Purchase	MD
Prepared By:	CHANDRASHEKARREDDY			
Approved By:	CHANDRASHEKARREDDY			
Sign & Date:	Ch. CsReddy			

APPROVED
17 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE

GST No. : 36ADVPS0220J1ZA

TAX INVOICE

Whatsapp : 8977338811
Telefax : 27542241
Phone : 27538130

P. B. SHAH & CO. (HYD.)

Machinery, Tools, Hardware, Metals & Refractories Manufacturers, Stockists & Representatives

5-2-152, RASHTRAPATHI ROAD, SECUNDERABAD - 500 003.

e-mail : pbshahhyd@gmail.com website : www.pbshah.com

M/s. Serene Constructions LLp
M.G. Road, Secunderabad. GSTIN No. 36ACVFS7909P1ZV
Order No. 95146 Date 17/12/22

Bill No. 17732
Date 02/01/23
D. C. No.
Date

DESCRIPTION OF GOODS	QTY.	Unit Price	TOTAL Rs.	P.
Lawn Mower blades (S.S)	2nos	1700/-	3400-	00
HSN code:- 8433				
		TOTAL	3400-	00
	CGST @	6%	204-	00
	SGST @	6%	204-	00
	IGST @		—	
		GRAND TOTAL	3808-	00

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Inward No: 312 Dt: 06/01/23
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Branch : M. G. Road, Secunderabad.
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For P. B. SHAH & CO.