PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	06.03.23	Prepared by	V.RAVI	Serial no.	14692
Supplier name	C.R. Lights			HO inward no.	
Firm/Company	Serene constructions LLP	Project	Serene farms	HO received date	
PO/WO date	30.11.22	PO/WO No.	94522	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	4056	13.12.22	15045-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			15045-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	117459	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:			15045-00
Amount E – PO / WO value:			15045-00
Amount F – Difference (A – E):			NIL
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:	final bill & close this P.O		

Approved by	Purchase Officer	Fr Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI			
Sign:		[signature]			
Date		06/3/23			
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.

MODI PROPERTIES PVT. LTD. ★ SEC'BAD ★ INWARD No. 9205 Date 6/3/23 Sign.

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	94522	PO date:	30-11-2022	Req. no.:	150659	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
Chandrashekar	Ch.CsReddy	15/02/23	Chandrashekar	Ch.CsReddy	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 PO

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	14/02/23			

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

S.R.Lights
846/4-3-2, RP Road, Secunderbad-3

GSTIN 36AHMPR9714P1ZB
64594769 900008544/9246370769

Doc No	94522	150659
Doc Date	30-11-2022	
Quote No	nil	
Quote Date	29-11-2022	
SupplyType	Supply	

Kind Attn : Mr.Seva Ram

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 724800 - ELWL-Electrical - Wall Light-Type -10- - - - Nos	15.00	850.00	0.00	18.00	15,045.00
			Total Order Value . . .		**15,045.00**

Rupees : Fifteen Thousand Fourty Five 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 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	We reserve the right to reject items not conforming to quality and specifications. Above order for site work purpose.
Completion Date	NA
Measurment	NA
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 invoices must be sent to HO Office .Proof of delivery /DC can be sent by email

For *Serene Constructions LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For ***S.R.Lights***

Name : ____________ Name : ____________ Date : __/__/____

Retail INVOICE / CASH MEMO / BILL **ORIGINAL**

GST : 36AHMPR9714P1ZB

S. No. 4056

S.R. LIGHTS

846/4-3-2, R.P. ROAD, SECUNDERABAD - 3.
Ph : 040-8886663135, e-mail : srlights@gmail.com

Date : 13/12/2022

Purchaser R.C. No. / GST No. 36ACVFS7909P1ZV

M.S. SERENE CONSTRUCTIONS LLP (94522-150659)

RR/GR No.............. Date.............. Goods through.......... Freight.......... Weight..........

S. No.	PARTICULARS	HSN Code	QTY.	RATE	AMOUNT Rs.	Ps.
1	Wall Light type10 type10	9405	15	850	12,750	00

INWARD
Inward No: 362 Dt: 15/02/23
MRN No: 117459 Dt: 15/02/23
Received By: Security Sign: [signature]
Serene Construction (Hyd) LLP

S.R. LIGHTS
846, 4-3-2, R.P. ROAD,
SECUNDERABAD-500003.

Total	12750	00
CGST 9 %	1147	50
SGST 9 %	1147	50
IGST %		
Grand Total	15045	00

Rupees in words : fifteen thousand fourty five only

Bank Details
YES BANK
A/c No. 041361900000335
IFS Code : YESB0000413 - Secunderabad Branch

Sale Against Central From C / D / H / F

For S.R. Lights

Goods once sold will not be taken back.
After despatch we are not responsible goods
Subject to T.S. Jurisdiction only.
Interest will be charged 24% if the payment will not made within 30 days

Purchase Order

30-11-2022 3:17:25 PM

94522
29.11.22 5:41:42

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

Supplier Details

S.R.Lights
846/4-3-2, RP Road, Secunderbad-3

GSTIN 36AHMPR9714P1ZB
64594769 900008544/9246370769

Doc No	94522	150659
Doc Date	30-11-2022	
Quote No	nil	
Quote Date	29-11-2022	
SupplyType	Supply	

Kind Attn : Mr.Seva Ram

Purchase Order for the Supply of following Items.

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1	724800 - ELWL-Electrical - Wall Light-Type -10- - - - Nos	15.00	850.00	0.00	18.00	15,045.00
					Total Order Value . . .	**15,045.00**

Rupees : Fifteen Thousand Fourty Five 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 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	We reserve the right to reject items not conforming to quality and specifications. Above order for site work purpose.
Completion Date	NA
Measurment	NA
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 invoices must be sent to HO Office .Proof of delivery /DC can be sent by email

For ***Serene Constructions LLP***
Authorised Signatory

Vaulu 30/11/am

Name : ____________

Accepted the above Terms And Conditions
For ***S.R.Lights***

Name : ____________

Date : __/__/____

Requisition Form

Company Name: SERENE CONSTRUCTION LLP

Site & Phase : SERENE FARMS

Unit No./Block No.

Supplier:

Material required before date: ASAP

Date: 29-11-2022

Time: 12:00

Req. No. [redacted] 150659

ID No. 81987

94514

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	ELEC3597-Electrical-Socket--Wipro NW-16amps-Nos	10		10		
2	ELEC3129-Electrical-Switch--Wipro NW-6amps-Nos	20		20		
3	ELEC5426-Electrical-Switch--Wipro NW-16amps-Nos	20		20		
4	ELEC1276-Electrical-Module Plate--Wipro NW-8 Module-Nos	10		10		
5	ELEC5087-Electrical-Module Plate--Wipro NW-2 Module-Nos	14		14		
6	ELEC6992-Electrical-Module Plate--Wipro NW-6 Module-Nos	12		12		
7	ELEC5858-Electrical-Wall Light-Type 10---Nos	15		15		
8	ELEC5509-Electrical-Starter Single phase--L&T ODP 306-2HP-Nos	1		1		
9	ELEC4374-Electrical-Insulation tapes---20nos-Boxes	2		2		
10	ELEC8034-Electrical-Socket--Wipro NW-6amps-Nos	10		10		

94522

Sslight888@gmail

Remarks:

	Engineer	Project Manager	Purchase	MD
Prepared By:	CHANDRASHEKARREDDY			
Approved By:	CHANDRASHEKARREDDY		APPROVED Purchase 30 NOV 2022 P. VENKATESHWARLU MANAGER PURCHASE	
Sign & Date:				

Retail INVOICE / CASH MEMO / BILL

ORIGINAL

GST : 36AHMPR9714P1ZB

S.R. LIGHTS

846/4-3-2, R.P. ROAD, SECUNDERABAD - 3.
Ph : 040-8886663135, e-mail : srlights@gmail.com

S. No. 4056

Date : 13 12 2022

Purchaser R.C. No. / GST No. 36ACVFS7909P1ZV

M.S. SERENE CONSTRUCTIONS LLP (94522-150659)

RR/GR No...Date......................Goods through............Freight............Weight................

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