PURCHASE DIVISION Advice for approval for credit to supplier

Date:		01 04 23	OI 0423 Prepared by		VILAVI		Serial no.		16073	
Supplier nan	ne	elegan1	HO inwar			l no.				
Firm/Compa					Serve forms Ho			HO received date		
PO/WO date	•	18.02.12	PO/WO	No.	8564	8	Scan ID.		8	
Sl no.		Bill no.		Bill	date]	Bill amount		Original attached	
1.	$\epsilon\epsilon$	2122-0545		22.0	2.22	L	1602-17		□ Yes □ No	
2.							1		□ Yes □ No	
3.									□ Yes □ No	
4.	76						1		□ Yes □ No	
Amount A –	Bills to	otal (Excluding Trans	sport & H	amali Charg	ges):			4	602-07	
Proof of deli	very by	way of: DCs/bill	□ Steel r	eport 🗆 RM	C pour repor	rt 🗆 Sol	id block rep	ort 🗆 Ins	stallation report	
MRN nos :		104129			48	Proof o	of delivery	•	¹ Yes □ No	
nos.:	Othor C	redits : Transportation	an aharaa		=	matche	S WIKN			
			on charges							
Amount C –Other Debits :									S 2	
		-C) – Amount to be	credited to	o the suppli	er:	8		46	102-50	
Amount E –	PO / W	O value:			*			4	502 - D	
Amount F –	Differe	nce $(A - E)$:							NIL	
Quantity reco	eived as	s per PO /WO			Excess recei				received	
Close PO / V	VO	3		□ Yes □	No – wait for	r balance	material	Other		
Payment – di	ue date			03	04/23					
Remarks:	•	find bill	چ	e lose	this	b:11.		10		
						\$10				
Approved	l by	Purchase Officer		chase	M D		Accoun	tant	Accounts	
Name:				nager R OV)					Manager	
Sign:				1.						
Date		7	0110	14/23	8					
Approval lim	nit	Upto 20k	Above 2	0k	Above 100l	k	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.

Form for closure of purchase order

PO no.	85678	PO date:	181	. 1. 2	Dag	. no.:			,			
Barcod	led PO available	-		02 22 original avai			12	0616		ice Scar	ı ID	1
Data re	equired from site/e	1	mvoice	original avai	lable	OY/ON	M Cop	y availab	le I	POD ava	ilable	WY/ON
The state of the s	os. related to PO		1129									
D Part I	material received.		^'	material rece	inad							
D Close	PO - Balance m	aterial will be	re-order	ed by new ro	iveo.			D Ma	terial	not rece	ived.	** 4
□ Cance	el PO. Material no	ot required.										
	PO open. Materia		□ Ke	ncel PO. Ma ep PO open.	Work	vill be re	-ordere	ed by nev	v requ	isition		
	s by engineer:											
Notes: 1. I of invoices	Provide details of mate s if available. 4. This of	erial received by v	way of sep	arate attachmer	ıt. 2. Pro	vide scann	ed conv	of DCs/pr	nof of	dali	DO A	
Prepared	by Ch. Chanc	rasheter	Sign:	sent to Ravi.	7 .	1.	7	Date:	_		PO. 3.	Provide copie
Data requ	uired from accour	its:		4. 65	ed	ay		Date;	30	103	23	8
	Checked w	rith E&D for r	eceipt o	f bills.								4 5 10 10 10 10 10 10 10 10 10 10 10 10 10
Bills no	ot received agains	st this PO.		bill received	again	et this PO		D All b:	11		-	
□ Advan	ce paid against th	is PO		nt paid:	again	x uns i O		□ All bi			gainst	this PO.
Details o	f part bill receive	d:						Date of	payme	ent:		
Sl. No.	Bill no.		Bill	late		Bill ar	nount			C .		
1.	Ce212	2 - 0545				Din ai	nount		-	Cr. give	n to su	pplier
2.			+			+			+			
3.			+			-			-			
Remarks	by Accountants:	Bille wo	+ 20	ceived	49-5	1.01.1	100	0.0				
Prepared	by: B. S. Al	ur	Sign:	C. 50	. 41		1	P=0 Date: 7	000	1. 2		
Notes: 1. Po	Os/WOs issued for tur	nkey works - may	have been	processed by E	&D. Ch	eck before	filling th	e above.	20 أو	23		
Prepared	by:		Sign:				-	Date:				
	by Ravi + details	of bills to be a	pproved	Ŀ					-			-
SI. No.	Bill no.		Bill da	ite		Bill am	ount		IN	IRN no.		
1.	€ € 212	2-0545	2	2.02.20	12	40	602 -	10	+	1041		
2. 3.												
Remarks:	Need	ה צימה	o) ppy	aval la	w	2. 1	-	• > 1				
Prepared by			Sign:	NO V	0	ey do		5111	•			
Advice by	MD - action to be			V	1			Date:	31 .	3.23		
Get certi	fied bill from sup	plier (not origi	nal).		Pren	are bill in	1122	D for				
	Thereafter, prep			supplier and	d send	to Soham	for pr	ocessing	terial	supplied	1.	
	Close PO							pen. Mat		variate d		
	Accounts to be	reconciled with	supplie	r. Get suppli	er's le	dger.		pen. Mai	ciiai a	waited		
Remarks:								1	-	/		
Approved	by: Soham		Sign:			D	ate:	4		OVE	RY	7
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									50	HAM N	IRECT	OR

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•,

Purchase Order

Page(s) 1 Of 1

22-02-2022 1:43:34 PM

Original / Office Copy / Purchase Dlv.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					
Elegant Enterprises		Doc No	85678	150616	
5-4-187/7/3,Karbala Maida	n, M.G.Road, Secunderbad-500003.	Doc Date	18-02-202	22	
		Quote No	Nil		
GSTIN 36AJBPK0412E1Z	(Quote Date	18-02-202	22	
66385358	9985113450/9885073880	SupplyType	Supply		

Kind Attn: Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4525 - Electrical - other - Ceiling fan - other - nos brown colour	3.00	1,300.00	0.00	18.00	4,602.00
upees: Four Thousand Six Hundred Two Only.		Total Or	der Value	e	4,602.00

Terms	and	Condition	c ·_
I CI III 3	anu	Collultion	s

Specification /

All items shall be of 'CG' brand, Seawind model

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

Nil

Advance Paid

Nil

Other Terms

We reserve the right items not confirming to qlty & specs. Above order for villa no-15 purpose.

Completion Date

Nil

Measurment Security

Nil

Remarks

For	Serene	Constructions	LLP

Accepted the above Terms And Conditions

Authorised Signatory

For **Elegant Enterprises**

Name :	Name :	Date: / /
Contact		Date ://

G S T I 36ÁJ8PK043		rignal for Receipie	ent Dupl	icate for Si	upplier / T	ransporte	r Stripli	icate for Supplier	GST INVOIC
	Preventi	Pho	l-187/7/3, Karbala ine: 040- 6638-53	58. E-mail a	. G. Road, S	ecunderab	otmail.com		• (
ISLEGANT	acup was	ers I Annunciators I S wn Transfromers I L	E.D Lights I Earthi	ers I Wires ng Eaupime	& Cables I C nts I Carbor	Capacitors I	Panel & Cable A	ccessories I Oil Seal	S
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State	Telangan	10	State Code	36	Place of S	upply		lyderabad	
Name : M/s	Serene Const	mushing LLD	Detai	ils of Buy	The second second second second	The second secon			
Address: 5-4 Mah Secu GSTIN: 3-6-4	187/3 & 4, 2nd Fliatma Gandhi Ro Inderabad - 5000 A C V F S 7 9 0 9 F	loor, Soham Mansi ad, 003				Order No ocation	☐ Against Øe	s, Sy no-44, Chevel	t Proforma Invoice
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		goods de	scribed and that all	particulares	re true & se	e of the		Authorised Signat	
Guarantee & V	Varranty Voids if	Proper Earth Connei	ction is not given t	o LED Light	Fixtures.		**No Guaranto	a & Marrantus De	E & O. E eakages & Burnout.
aterial Duly Che	uarantee & Warranty Voids if Proper Earth Connection is not given to LED Light Fixtures. erial Duly Checked By and Delivered to: Mr. Madhu (Driver) & Mr. Salva Kumar							Not Applicable Date	
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