PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	05/04/23	Prepared by	K.Mounika	Serial no.	**16156**
Supplier name	Serene constructions llp			HO inward no.	
Firm/Company	SS llp	Project	SHLCP	HO received date	
PO/WO date	27/02/23	PO/WO No.	97617	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1006	16/3/23	18,248/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	18,248/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 118475 — 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:	18,248
Amount E – PO / WO value:	18,248
Amount F – Difference (A – E):	-
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	10/04/23
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	K.Mounika	Venu			
Sign:	[signature]	APPROVED			
Date	05/04/23	05 APR 2023			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. VENKATESHWARLU
MANAGER PURCHASE

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.

TRANSIT INVOICE

M/s. SERENE CONSTRUCTIONS LLP # 5-4-187/3 & 4, II Floor, Soham Mansion, M.G. Road, Secunderabad - 500 003. **GSTIN/UIN: 36ACVFS7909P1ZV**	Invoice No. 1006	Date: 16/03/2023
	DC No. 1003	DC Date: 16/03/23
	Purchase Order No. 97617	P.O. Date: 27/02/23

Recipient Name: Summit Sales LLP — Mobile No: 8977633106

Recipient Address: Summit Sales LLP (Cherlapally)

GST: — PAN: — Email:

Sl. No.	Description of Goods & Services	HSN Code	GST Rate	Quantity	Rate	Amount
1	Cp-Wash Basin White			01	897.75	897.75/-
2	Cp-Wall Hung EWC Seatcover			02	3,072.30	6144.60/-
3	Cp-Wall Mixture			02	2281.90	4563.80/-
4	Cp-Shower Arm			02	587.50	1175/-
5	Cp-Bottle Trap			02	450.00	900/-
6	Furniture Chimney			02	892.00	1784/-
7						
8						
9						
10						
11						
12						
13						
14						
					Transportation Charges	
					Hamali charges	
					CGST	9%
					SGST	9%
					Total	18,248.88

INWARD
Inward No. 19463 Dt: 24/2/23
MRN No: 118475 Dt:
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 107849
Date: 5/4/23
Sign:
R.R. DIST.

Amount (in words) Eighteen thousand two hundred fourty eight Rupees

For M/s. Serene Constructions LLP

Ch. CS Reddy

Authorised Signatory

E. & O.E

Subject to Hyderabad Jurisdiction.

DELIVERY CHALLAN

M/s. SERENE CONSTRUCTIONS LLP

H.O. # 5-4-187/3 & 4, II Floor, Soham Mansion, M.G. Road, Secunderabad - 500 003.
Tel : 040 - 6633 5551
Site Office: Sy. No. 44, Yenkepally Village, Chevella Mandal, R.R. Dist.
Telangana - 501 503.

GST : 36ACVFS7909P1ZV

M/s Summit Sales LLP

Site: Summit Sales LLP
Cherlapally

DC No. : 1003
Date : 16/03/2023
Vehicle No. : TS10UA9758
P.O. / W.O. No. : 97617
P.O. / W.O. Date : 27/02/23

Sl. No.	PARTICULARS	Quantity
1	Wash Basin White	01
2	Wall Hung EWC with Seat cover white	02
3	Cp - Wall Mixture	02
4	Cp - Shower Arm	02
5	Cp - Bottle Trap	02
6	Furniture Chimney - Hindware. Clara Neo Blk	02
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

INWARD
Inward No. 19463 Dt: 24/2/23
MRN No. 18475 Dt:
Received By: Sign:
SUMMIT SALES LLP

Received the above materials in good condition.

Received by : Somesh
Date :
Stamp:

SUMMIT SALES LLP R.R. DIST.
INWARD No: 87794 Date: 5/4/23 Sign:

For M/s. Serene Constructions LLP

Ch. C.S. Reddy

Authorised Signatory

Purchase Order

 01-03-2023 2:20:50 PM

97617
16.02.23 5:15:18

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Serene Constructions LLP	**Doc No**	97617	170914
Sy no. 44,46, Yenkepally village, Shankar Pally, Hyderabad	**Doc Date**	27-02-2023	
	Quote No	Nil	
GSTIN 36ACBFS7909P1ZV	**Quote Date**	25-02-2023	
040-66335551	**SupplyType**	Supply	

Kind Attn : Chandrashekar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	533400 - SACP-Sanitary-CP - Wash Basin-White- - - - Nos	1.00	897.75	0.00	18.00	1,059.35
2	161300 - SACP-Sanitary-CP - Wall Hung EWC with seat cover-White- - - - Nos	2.00	3,072.30	0.00	18.00	7,250.63
3	607400 - PLCP-Plumbing - CP Wall Mixture-- - - - Nos	2.00	2,281.90	0.00	18.00	5,385.28
4	911700 - PLCP-Plumbing - CP Shower Arm -- - - - Nos	2.00	587.50	0.00	18.00	1,386.50
5	930300 - PLCP-Plumbing - CP Bottle Trap-- - - - Nos	2.00	450.00	0.00	18.00	1,062.00
6	832100 - FUNF-Furniture & fixtures - Chimney--Hindware-Clara Neo Blk-SS60 - - - Nos	2.00	892.00	0.00	18.00	2,105.12
					Total Order Value . . .	**18,248.88**

Rupees : Eighteen Thousand Two Hundred Fourty Eight and Paise Eighty Eight Only.

Terms and Conditions :-

Specification /	All items shall be of Parryware brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality 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 excess material received from serene construction llp gate pass no.9414 work Purpose.
Completion Date	NA

For ***Summit Sales LLP***

Authorised Signatory

Veeel

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Serene Constructions LLP***

Name : ____________

Date : __/__/____

Purchase Order

 01-03-2023 2:20:50 PM Original / Office Copy / Purchase Div.Copy

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 ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Serene Constructions LLP***

Name : ____________________

Name : ____________________

Contact - -

Date : __/__/____

OUTWARD - GATE PASS No. 9414

Date:	23/02/2023	Time:	4:30		
Company:	Serene Construction LLP				
Project/site:	Serene farms				
Destination:	SSLLP Cherlapally				
Outward No.	Vehicle type	Vehicle No	Vehicle driver		
07	Jayo	TS10UA9758	Somesh		
SACP	Material Description	Quantity	Units	Approx. rate	Amount
1	8102 Wash Basin	1		2000/-	2000/-
2.	Wall hung commode	2		2500/-	5000/-
3	4804 Seat cover	2		500/-	1000/-
4	PLCP 3231 Wall mixture	2		25,000/-	5000/-
5	EQPT 5372 Chimmney	2		11,000/-	22,000/-
PLCP 6.	4226 Shower Arm/head	2		1000/-	2000/-
7	9522 Bottle Trap	2		1000/-	2000/-
8.					
9					
10.					
	Total				39,000/-

Charges/refund	Purpose for transfer	Other details (to be filled by Admin audit)
☐No charge	☐Return to supplier for exchange	☐Material received by inward no.________ & date ________
☐For refund from supplier	☐Return to supplier for refund	Details of credit note from supplier date _____ & Amount Rs. ______________/-
☐Transfer to other site/project	☐On loan to be returned	Return of material - inward no. ____________ & date ______
☐Transfer to other site/ project MRN. 118475	Cost of material to be collected: ☑Collect 100% cost - new material ☐Collect 60% cost - old material ☐No charges to be collected - value deemed to be nil.	GST bills to be raised ☐ Yes ☐ No GST bill no. ______________, Amount ________________ date ___________
☐Transfer to another phase of firm/company/project	☐No charges to be collected	NA
☑ No charge	☐for repairs & service	☐Material received by inward no. ________ & date________ ___________
☐ Other	Details:	Details:

Remarks.

Gate pass approved by:	Project manager	Admin in-charge	Security	
Sign: Ch.CS Reddy	Ch.CS Reddy	Ch.CS Reddy	Uday Tiwary	
Received by other site on:	Inward No.	Admin sign:	Security sign.	
24/2/23	19463			
Approved by	Project accountant	Accounts manager	Admin - Audit	M D
Sign:				

Note: 1. In case of long list attach a separate signed list. 2. Approx rate & amount to be filled by site. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to Admin audit. 4. Pink copy to be sent to Admin - audit. 5. In units enter nos, kgs, sft, rft, etc. 6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass. 7 Admin-audit to process gate pass, fill required details, make GST bills, etc and send to MD for approval once in a fortnight.

Requisition Form

Company Name: SSLLP

Site & Phase : SHLLP

Date: 25.02.2023

Unit No./Block No.

Time: 11:00:00

Supplier:

Material required before date:

Req. No. 170914

ID No. 84712

97617

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	SACP8102-Sanitary CP-Wash Basin-White---Nos	1	✓	1		
2	SACP4804-Sanitary CP-Wall Hung EWC with seat cover-White---Nos	2	✓	2		
3	PLCP3231-Plumbing-CP Wall Mixture----Nos	2	✓	2		
4	EQPT5372-Equipment-Chimney--Hindware Clara Neo Blk SS60--Nos	2	✓	2		
5	PLCP4226-Plumbing-CP Shower Arm ----Nos	2	✓	2		
6	PLCP9522-Plumbing-CP Bottle Trap----Nos	2	✓	2		
7						
8						
9						
10						

Remarks: For excess material received from Serene construction llp ,gate passno:9414 purpose

	Engineer	Project Manager	Purchase	MD
Prepared By:	M.Asha jyothi			
Approved By:	Minish			
Sign & Date:				