PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/06/2020	Prepared by:	SK.Goushee Begum
PO/WO no.	68103	PO / WO Date.	19/06/20
Supplier Name	Lepakshi Tarpaulin Industries	PO/WO amount	3,265/-
Firm/Company	Serene constructions llp	Project	Serene Farms
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1394	22/06/20	3,265/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,265/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			80414	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount B –Other Credits :	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	3,265/-
Amount E – PO / WO value:	3265/-
Amount F – Difference (A – E):	–

Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
Is difference between PO / Bill acceptable?	~~☐ Yes ☐ No (explained below)~~
Excess / short material received	~~☐ Approved – within acceptable limits~~ ☐ No (explained below)
Close PO / W?O	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs._____/- ☑ No
Payment – due date	**04/07/20**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	28/06/20						

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

Purchase Order

 19-06-2020 3:55:31 PM

68103
20.06.20 3:01:16

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

Supplier Details			
Lepakshi Tarpaulin Industries	**Doc No**	68103	150273
# 5-5-65, 1st Floor, Shop No. F10, S.A. Trade Centre, Above Bombay Hotel, Ranigunj 'X' Road, Secunderabad-3.	**Doc Date**	19-06-2020	
	Quote No	Nil	
GSTIN 36ADOPN7656C1Z7 2770 6071	**Quote Date**	19-06-2020	
66486071 9642662732	**SupplyType**	Supply	

Kind Attn : Mr. Santosh Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4052 - Consumables - Raincoats - NA - nos	5.00	400.00	0.00	5.00	2,100.00
2	4064 - Consumables - Umbrella - other - nos	4.00	260.00	0.00	12.00	1,164.80
					Total Order Value . . .	**3,264.80**

Rupees : Three Thousand Two Hundred Sixty Four and Paise Eighty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'Lotus' brand.
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 Cost	Included 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 Site Staff security & other Works purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Serene Constructions LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Lepakshi Tarpaulin Industries***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Serene constructions llp	Date:	19-06-2020
Site & Phase :	SERENE FARMS	Time:	10.35
Supplier		Req. No.	150273
Material required before date:	ASAP	ID No.	57758

No	Description	Size	Quantity	Units	Inward No	Date
1	**Rain Coats**	Std	05	Nos		
2	Umbrella 68103	Std	04	Nos		
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:The Above Material is required for Office Staff, Security & Other works in to the Site

Prepared By	M Mahesh	Approved by	
Sign.& Date	19-06-2020	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

APPROVED BY
19 JUN 2020
SOHAM MODI
MANAGING DIRECTOR

Requisition Form

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Prepared By		Approved by	
Sign.& Date		Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

Estimate/Draft PO

 19-06-2020 1:40:08 PM

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			
Lepakshi Tarpaulin Industries # 5-5-65, 1st Floor, Shop No. F10, S.A. Trade Centre, Above Bombay Hotel, Ranigunj 'X' Road, Secunderabad-3.	**Doc No**	68103	150273
	Doc Date	19-06-2020	
	Quote No	Nil	
GSTIN 36ADOPN7656C1Z7 2770 6071	**Quote Date**	19-06-2020	
66486071 9642662732	**SupplyType**	Supply	

Kind Attn : Mr. Santosh Kumar

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					Total Order Value . . .	**3,264.80**

Rupees : Three Thousand Two Hundred Sixty Four and Paise Eighty Only.

Terms and Conditions :-

APPROVED BY
19 JUN 2020
SOHAM MODI
MANAGING DIRECTOR

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Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
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Penality For Delay	Nil
Transportation Cost	Included 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 Site Staff security & other Works purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

T. Bhasky

For ***Serene Constructions LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Lepakshi Tarpaulin Industries***

Name : ____________________

Name : ____________________

Date : __/__/____

1394

TAX INVOICE

Invoice No. :

Date : 22/06/2020

LEPAKSHI TARPAULIN INDUSTRIES

Lepakshi

1st Floor, Shop No.F10, S.A. Trade Centre, Above Bombay Hotel, Ranigunj 'X' Road, Secunderabad-500 003.
Phone : (O) 2770 6071, 9121013748, Cell : 99591 02999,
E-mail: lepakshitarp@gmail.com, Lnt_91@yahoo.in, www.lepakshitarpaulin.com

State Code : 36

GSTIN : 36ADOPN7656C1Z7

Details of Receiver (Billed to)	Details of Consignee (Shipped to)
Name : Serene Constructions LLP	Name :
Address : 5-4-187/374, 2ND Floor, M.G. Road, Sec-bad-03.	Address :
Ph. Cell :	Ph. Cell :
GSTIN/UIN : 36ACVFS7909P1ZV.	GSTIN/UIN :
P.O. No. & Dt. 68/03/150273/-19/06/2020.	Vehicle No. :

Sl. No.	HSN (SAC) Code	Description of the Goods	Qty.	Rate	Amount Rs.	Taxable Value	CGST		SGST		IGST	
							Rate	Amount	Rate	Amount	Rate	Amount
1)	6201	Rain coat -	5	400		2000	2.5%	50	2.5%	50		
2)	6601	~~Umbrella~~ -	4	260		1040	6%	62.40	6%	62.40		
						/		/		/		
			TOTAL			3040	+	112.40	+	112.40	=	3264.80

INWARD
Inward No: 5124 Dt: 24-06-20
MRN No: 8044 Dt: 25/06/2020
Received By: Sign:
Serene Construction (Hyd) LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 66891 Date 28/6 Sign.

(Rupees : in words Thirty two hundred Sixty four & Eighty Paise only only

E-way Bill No.

TOTAL INVOICE RS. 3264.80/-

TERMS & CONDITIONS :
1. Goods once sold will not be taken back or exchanged.
2. Subject to Secunderabad Jurisdiction only.
3. The customer should inform the firm if there is any complaint regarding the quality or quantity of the material within 48 hours from the date of Invoice.
4. Inspection should be carried out at our factory premises only.
5. Interest will be charged at the rate of 24% per annum for all overdue payments.
6. Our risk & responsibility ceases as soon as the goods are despatched from our premises.

OUR BANK DETAILS :

Bank Name	: PUNJAB NATIONAL BANK
Bank Account Number	: 3631002100019635
Branch	: M.G. Road, Sec'bad
IFSC	: PUNB0363100

For LEPAKSHI TARPAULIN INDUSTRIES

Authorised Signatory