


PURCHASE DIVISION  
Advice for approval for credit to supplier

(12)

Date:		26/6/20		Prepared by:		Soumya		
PO/WO no.		68064		PO / WO Date.		17/6/20		
Supplier Name		Sslp		PO/WO amount		389.20		
Firm/Company		Serene Constructions Up		Project		Serene farms Up		
Sl. No.	Bill No.	Bill Date		Bill amount				
1.	11882	24/6/20		389.20				
2.								
3.								
Amount A -- Bills total(Excluding Transport & Hamali Charges):						389.20		
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN				
1.	9959	24/6/20	80416	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No				
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No				
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No				
Amount B --Other Credits :_						-		
Amount C --Other Debits :_						-		
Amount D (D=A+B-C) -- Amount to be credited to the supplier:						389.20		
Amount E -- PO / WO value:						389.20		
Amount F -- Difference (A - E):						-		
Quantity received as per PO /WO			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)					
Is difference between PO / Bill acceptable?			<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)					
Excess / short material received			<input checked="" type="checkbox"/> Approved within acceptable limits <input type="checkbox"/> No (explained below)					
Close PO / W?O			<input type="checkbox"/> Yes <input type="checkbox"/> No -- wait for balance material <input type="checkbox"/> No (explained below)					
Advance paid / PDC given (deduct when paying)			<input type="checkbox"/> Yes -- Rs. ___/- <input type="checkbox"/> No					
Payment -- due date			4/7/20					
Remarks: _								
Approved by		Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts -- receiver of bill	Accountant	Accounts Manager
Sign:		Soumya						
Date		26/6/20						

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 transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

**Summit Sales LLP**

#5-4-187/3 &amp; 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

**GSTIN/UNI: 36ACQFS2044C1Z7**

1 of 1 : 24-06-2020

Customer Details				Invoice No.	11882			
Serene Constructions LLP				Invoice Date.	24-06-2020			
Sy No. 44, Yenkepally Village, Chevella Mandal, RR Disterict				PO No.	68064			
				PO Date.	17-06-2020			
				Req ID	57677			
				Req Date	16-06-2020			
GSTIN : 36ACVFS7909P1ZV				Loc Req No	150269			
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt	
1	4112 - Consumables - Sanitizer - 500 ml - Nos		1	200.00	200.00	12	24.00	
2	9600 - Tools - mask - NA - Nos FaceSheilds		2	70.00	140.00	18	25.20	
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
	IGST	CGST	SGST	Total Taxable Amount		340.00	49.20	
		24.60	24.60	Total Invoice Amount		389.20		



for Summit Sales LLP

Authorized signatory

Subject to Hyderabad Jurisdiction

# Purchase Order

Page(s) 1 Of 1

17-06-2020 12:44:07



opy

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

68064  
16.06.20 2:49:39

## Supplier Details

Summit Sales LLP  
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

Doc No 68064 150269

Doc Date 17-06-2020

Quote No Nil

Quote Date 17-06-2020

SupplyType Supply

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4112 - Consumables - Sanitizer - 500 ml - Nos	1.00	200.00	0.00	12.00	224.00
2 9600 - Tools - mask - NA - Nos FaceSheilds	2.00	70.00	0.00	18.00	165.20
<b>Total Order Value . . .</b>					<b>389.20</b>

Rupees : Three Hundred Eighty Nine and Paise Twenty Only.

## Terms and Conditions :-

**Specification / Brand** As per details given in the quotation.

**Payment Terms** After Delivery & Production of bill

**Tax** Inclusive of all taxes

**Delivery Date** Next Day.

**Delivery Location** Serene Farms  
Sy no-44, Yenkepally Village, Chevella Mandal,RR.Dist-501 503  
Phone. . .

**Penalty For Delay** Nil

**Transportation Cost** Transport cost shall be borne by us.

**Warranty** Nil

**Advance Paid** Nil

**Other Terms** We reserve the right items not confirming to qty & specs. Above order for Labour and staff safety use purpose

**Completion Date** Nil

**Measurment** Nil

**Security** Nil

**Remarks**

For **Serene Constructions LLP**

Authorised Signatory

Name : \_\_\_\_\_

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

### Requisition Form

Company Name:		Serene constructions llp		Date:		15-06-2020	
Site & Phase :		SERENE FARMS		Time:		17.20	
Supplier				Req. No.		150269	
Material required before date:			Urgent		ID No.		
					57677		
No	Description	Size	Quantity	Units	Inward No	Date	
1	Hand Sanitizer	Std	01	Nos			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: The above material is required for Office Staff in Club house Office and Others.							
Prepared By		M Mahesh		Approved by			
Sign. & Date		15-06-2020		Sign. & Date			

PO  
6884

APPROVED

17 JUN 2020

MINISH PARIKH  
MANAGER PROCUREMENT

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

### 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.

# Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

**GSTIN/UNI: 36ACQFS2044C1Z7**

1 of 1 : 24-06-2020

<b>Customer Details</b> Serene Constructions LLP Sy No. 44, Yenkepally Village, Chevella Mandal, RR Disterict  GSTIN : 36ACVFS7909P1ZV	DC No.	9954
	DC Date.	24-06-2020
	PO No.	68064
	PO Date.	17-06-2020
	Req ID	57677
	Req Date	16-06-2020
	Loc Req No	150269

	Description of Goods	HSN/SAC	Qty
1	4112 - Consumables - Sanitizer - 500 ml - Nos		1
2	9600 - Tools - mask - NA - Nos		2
3			
4			
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30			

INWARD	
Inward No: 5726	Dt: 24/06/20
MRN No: 80416	Dt: 25/06/2020
Received By: <i>[Signature]</i>	Sign: <i>[Signature]</i>
Serene Construction (Hyd) LLP	



for Summit Sales LLP

*[Signature]*  
Authorized signatory

Subject to Hyderabad Jurisdiction

**Summit Sales LLP**

#5-4-187/3 &amp; 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

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				Req ID	57677	
				Req Date	16-06-2020	
				Loc Req No	150269	
Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
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2 9600 - Tools - mask - NA - Nos		2	70.00	140.00	18	25.20
FaceSheilds						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
IGST	CGST	SGST	Total Taxable Amount		340.00	49.20
	24.60	24.60	Total Invoice Amount		389.20	

**INWARD**

Inward No: 5726	Dt: 24-06-20
MRN No:	Dt:
Received By: <i>Suman</i>	Sign: <i>[Signature]</i>

Serene Construction (Hyd) LLP

Rupees : Three Hundred Eighty Nine and Paise Twenty Only.

for Summit Sales LLP

Authorized signatory

Subject to Hyderabad Jurisdiction