PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	6/7/20	Prepared by:	T.D. Mjuicy
PO/WO no.	68386	PO / WO Date.	29/6/20
Supplier Name	Shiv shakti Machine Tools Hardware of Elc.	PO/WO amount	Rs. 2,124/-
Firm/Company	Severe Constructions Ltd	Project	Severe Farms
Sl. No.	Bill No.	Bill Date	Bill amount
1.	642	1/7/20	Rs. 2,124/-
2.			/
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 2,124/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	642	1/7/20	80744	☑ 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:				Rs. 2,124/-
Amount E – PO / WO value:				Rs. 2,124/-
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	11/7/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 06 JUL 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	6/7/20	6/7					

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/-

Tax Invoice

Shiv Shakti Machine Tools Hardware and Electricals 2-3-7, M.G Road, Secunderabad. Ph: 040-40030129 GSTIN/UIN: 36ADQFS9120G1ZQ State Name : Telangana, Code : 36 E-Mail : ssmtsecunderabad@gmail.com	Invoice No. **2020-21/642/SS**	Dated **1-Jul-2020**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref. **642**	Other Reference(s)
Buyer **Serene Constructions LLP** 5-4-187/3&4, IInd Floor, M.G Road, Secundrabad 500003 GSTIN/UIN : 36ACVFS7909P1ZV State Name : Telangana, Code : 36	Buyer's Order No. **68386-150279**	Dated **29-Jun-2020**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**4" Segment Blade 600 FT**	82029990	**20 pc**	90.00	pc		**1,800.00**
	CGST						**162.00**
	SGST						**162.00**
	Total		**20 pc**				**₹ 2,124.00**

INWARD
Inward No: 5142 Dt: 02-07-20
MRN No: 80744 Dt: 02/07/2020
Received By: Sign:
Serene Construction (Hyd) LLP

Amount Chargeable (in words) *E. & O.E*

INR Two Thousand One Hundred Twenty Four Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
82029990	1,800.00	9%	162.00	9%	162.00	324.00
Total	**1,800.00**		**162.00**		**162.00**	**324.00**

Tax Amount (in words) : **INR Three Hundred Twenty Four Only**

Company's Bank Details
Bank Name : **ICICI Bank**
A/c No. : **112105501160**
Branch & IFS Code : **M.G Road & ICIC0001121**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.Interest will be charged on overdue invoices @ 24 % P.A if more than 45 days.

for Shiv Shakti Machine Tools Hardware and Electricals

Authorised Signatory

This is a Computer Generated Invoice

67076
4/7/20

Purchase Order

 30-06-2020 10:22:03 AM

68386
24.06.20 12:19:12

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

Supplier Details			
Shiv Shakti Machine Tools Hardware & Electricals	**Doc No**	68386	150279
2-3-7, MG Road, Beside ICICI Bank, Secunderbad-03,(T,S)	**Doc Date**	29-06-2020	
	Quote No	Nil	
GSTIN 36ADQFS9120G1ZQ	**Quote Date**	20-01-2019	
8121002491 8374457644	**SupplyType**	Supply	

Kind Attn : Mr.Shivang Gupta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9550 - Tools - Machine Blade - other - nos *Wall Cuting Blade 4"*	20.00	90.00	0.00	18.00	2,124.00
					Total Order Value . . .	**2,124.00**

Rupees : Two Thousand One Hundred Twenty Four 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. ..
Penality For Delay	Nil
Transportation Cost	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 welding works purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Serene Constructions LLP***

Authorised Signatory

Name : 30/06/2020

Accepted the above Terms And Conditions

For ***Shiv Shakti Machine Tools Hardware &***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	Serene constructions llp	Date:	25-06-2020
Site & Phase :	SERENE FARMS	Time:	14.40
Supplier		Req. No.	150279
Material required before date:	ASAP	ID No.	57956

No	Description	Size	Quantity	Units	Inward No	Date
1	**Hammer**	2.5 pound	01	Nos		
2	Chisel 68385	Std	01	Nos		
3	Wall Cutting Blades 68386	Std	20	Nos		
4						
5						
6						
7						
8						
9						
10						

Remarks:The Above Material is required for Plumbing& Electrical Works in different areas Site Villas.

Prepared By	M Mahesh	Approved by	APPROVED BY 26 JUN 2020 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	25-06-2020	Sign. & Date	

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