PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6/7/20	Prepared by:	T.D. Murthy
PO/WO no.	68385	PO / WO Date.	29/6/20
Supplier Name	Sri Raja Rajeswara Traders	PO/WO amount	Rs. 354/-
Firm/Company	Serene Constructions LLP	Project	Serene Farm.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	011	1/7/20	Rs. 354/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 354/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	011	1/7/20	80755	☑ 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. 354/-
Amount E – PO / WO value:	Rs. 354/-
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/-

Shop : 040-2771 8915, 6633 3915 Resi : 040-6666 4080
Mob. : 092463 63915, 93472 36012

SRI RAJA RAJESHWARA TRADERS

Shop No.18, Hyderi Complex, Ranigunj, Secunderabad - 500 003.

Dealers in : M.S.Wire, M.S.Wire Nails, G.I. Barbed Wire, G.I.St.Rods, Welding Electrodes, Welding Accessories, Wire Mesh, Hexwire Netting, Spades, Crow Bars, Screws, Ropes, Carbide, Bitumen Products, Tor Felt, Fibre Corrugated Sheets, Gamela,Nelton Mosquito Mesh, Sponges, Red Odixe Paint & General Hardware.

Email : srrt3915@gmail.com, prpk67@gmail.com

To
M/s. SERENE CONSTRUCTION LLP

CASH / CREDIT INVOICE

Invoice No. : 0111 Date : 1/7/2020
D.C. No. : Date :
P.O. No. : 68385 Date : 29/6/2020

Site : M.G. Road
LL/RR Truck No. : Secbad

Customer's GST No. : 36ACVPS7909P1ZY
Payment Mode :

Sl. No.	Quantity	Description of Goods	HSN CODE	GST	Rate Rs. Ps.	Amount Rs. Ps.
1	1	NO MS Hammy	7217	18%	200/-	200/-
2	1	NO MS Pukes	7217	18%	100/-	100/-
						300/-
		CGST		9%		27/-
		SGST		9%		27/-
						354/-
	E. & O.E.	R 354/-				

INWARD
Inward No: 5150 Dt: 02/07/2020
MRN No: 80758 Dt: 03/07/2020
Received By: Suman Sign:
Serene Construction (Hyd) LLP

67077
4/7/20

Rupees | TOTAL 354/-

GST No. : 36AEPPP5662Q1ZF
Subject to Secunderabad Jurisdicition
1. Goods once sold will not be taken back or exchanged.
2. 24% Interest will be charged on bills remaining unpaid after due date.

HDFC BANK,
PARADISE BRANCH.
A/C No. : 00422020001922
RTGS : HDFC0000042

For SRI RAJA RAJESHWARA TRADERS

Authorised Signatory

Purchase Order

 30-06-2020 10:22:03 AM

68385
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			
Sri Raja Rajeshwara Traders	**Doc No**	68385	150279
Shop No. 18, Hyderi complex, Ranigunj, Sec-Bad -500 003	**Doc Date**	29-06-2020	
	Quote No	Nil	
GSTIN 36AEPPP5662Q1ZF 27718915.	**Quote Date**	29-06-2020	
276363915 9246363915	**SupplyType**	Supply	

Kind Attn : Mr. Rajeshwar

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	9542 - Tools - Hammer - other - nos *2.5p*	1.00	200.00	0.00	18.00	236.00
2	9553 - Tools - Poker - NA - nos *Cheisel*	1.00	100.00	0.00	18.00	118.00
			Total Order Value . . .			**354.00**

Rupees : Three Hundred Fifty 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 Site 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 *Sri Raja Rajeshwara Traders*

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	26 JUN 2020
Sign.& Date	25-06-2020	Sign. & Date	

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