PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	16/07/2020	Prepared by:	T.D. Murthy
PO/WO no.	67125	PO / WO Date.	18/05/2020
Supplier Name	Mr. P. Satish Kumar	PO/WO amount	Rs. 93,651/-
Firm/Company	Serene Constructions LLP	Project	Serene Farms
Sl. No.	Bill No.	Bill Date	Bill amount
1.	146	15/07/2020	Rs. 1,03,562/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 1,03,562/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	040	08/07/2020	80902	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
Amount B –Other Credits :				-
Amount C –Other Debits :_				-
Amount D (D=A+B-C) – Amount to be credited to the supplier:				Rs. 1,03,562/-
Amount E – PO / WO value:				Rs. 93,651/-
Amount F – Difference (A – E):				Rs. 9,911/-

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. 46,826 /- □ No
Payment – due date	**18/07/2020**
Remarks:_	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	16/7/20.						

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/-

GSTIN : 36BCOPK2025G1ZQ **TAX INVOICE**

☐ Original ☐ Duplicate ☐ Triplicate

PSK

P. SATISH KUMAR ENG. WORKS

Specialist in : **GRILLS, DESIGN GATES, ROLLING SHUTTERS, CHANNEL GATES, SHEDS, etc.**

Plot No.23, Laxmi Nagar, Boduppal, Hyderabad - 500 039, T.S. **Cell : 9391338012, 9908182181**

Tax is payable of Reverse Charge :

Invoice Serial No. : 146

Invoice Date : 15/07/2020

Transportation Mode :

Vehicle No. :

Date & Time of Supply : PO No: 67125

Place of Supply :

Details of Receiver / Billed to :

Name : SERENE Constructions LLP

Address : M.G. ROAD, SEC-BAD

GSTIN : 36ACVFS7909P1ZV

State : Telangana State Code : 36

Details of Consignee / Shipped to :

Name :

Address :

GSTIN :

State : State Code :

Sl. No.	Description of Goods	HSN Code	Qty.	Rate	Discount %	Amount
	M.S. powder coated grills					
1	6 x 4'6	10	270	77.36		20,887-2
2	2 x 6	16	192	"		14,853-12
3	3 x 3'6	10	105	"		8,122.8
4	3 x 4'6	05	67.5	"		5,221.8
5	2'6 x 2	11	55	"		4,254.8
6	2 x 4'6	06	54	"		4,177.44
7	6 x 6	07	252	"		19,494.72
8	1 x 6'6	16	104	"		8,045.44
9	2'6 x 3'6	04	35	"		2,707.6
			1134.5			

Total Invoice Amount in Words : ONE LAKH THREE THOUSAND ~~Rupees~~ FIVE HUNDRED SIXTY TWO RUPEES and FORTY FOUR PAISE

Total Amount	87,764.92
Transport Charges	
Labour Charges	
CGST 9 %	7,898=76
SGST 9 %	7,898=76
IGST ___ %	
Net Amount	1,03,562=44

Bank Details :

Bank Name :

Branch :

A/c. No. :

IFSC :

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 67443
Date 15/7
Sign.

For **P. SATISH KUMAR ENG. WORKS**

P. Satish Kumar

Receiver's Signature

Authorised Signatory

Cell : 9908182181

P. SATISH KUMAR ENG. WORKS

Specialist in : Grills, Design Gates, Rolling Shutters, Channel Gates, Sheds, Etc.

Plot No. 23, Laxmi Nagar, Boduppal, Hyderabad - 500092. T.S.

M/s. SERENE Constructions LLp
YENKAPALLY Village, Chevella
Mandal, R.R. Dist: 501503

D.C. No.	040
Date :	REQ NO: 150231
Order No.	PONO: 67125
Date :	08/07/2020

Please receive the following Goods in good condition and acknowledge the same

Sl. No.	PARTICULARS	Qty.	Remarks
1	6 x 4'6	10	
2	2 x 6	16	
3	3 x 3	10	
4	3 x 4	05	
5	2'6 x 2 —	11	
6	2 x 4'6 —	06	
7	6 x 6 —	07	
8	1' x 6'6 —	16	
9	2'6 x 3'6 —	04	
		85	

INWARD

Inward No: 5169	Dt: 08-07-20
MRN No: 80902	Dt: 08/07/20
Received By: Sandeep	Sign: Gopi

Serene Construction (Hyd) LLP

MODI PROPERTIES PVT. INWARD No. 39773 Date 13/7 Sign.

Receiver's Signatrue

For **P. SATISH KUMAR ENG. WORKS**

P. Satish Kumar

Purchase Order

 18-05-2020 12:22:12

67125
06.05.20 1:44:19

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

Supplier Details			
Mr. P. Satish Kumar	**Doc No**	67125	150231
Plot No. 23,Laxmi Nagar, Boduppal, Hyderabad.	**Doc Date**	18-05-2020	
	Quote No	Nil	
GSTIN 36BCOPK2025G1ZQ	**Quote Date**	10-06-2017	
9391338012 9391338012 / 9908182181	**SupplyType**	Supply And Installation	

Kind Attn : Mr. P. Satish Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8141 - Steel - other - M.S.Grills - Others - SFT *5'10" x 4'4" - 10 nos.*	252.40	77.36	0.00	18.00	23,040.28
2	8141 - Steel - other - M.S.Grills - Others - SFT *1'10" x 5'10" - 16 nos.*	170.72	77.36	0.00	18.00	15,584.14
3	8141 - Steel - other - M.S.Grills - Others - SFT *2'10" x 3'4" - 10 nos.*	94.20	77.36	0.00	18.00	8,599.03
4	8141 - Steel - other - M.S.Grills - Others - SFT *2'10" x 4'4" - 05 nos.*	61.25	77.36	0.00	18.00	5,591.19
5	8141 - Steel - other - M.S.Grills - Others - SFT *2'4" x 1'10" - 11 nos.*	46.86	77.36	0.00	18.00	4,277.61
6	8141 - Steel - other - M.S.Grills - Others - SFT *1'10" x 4'4" - 06 nos.*	47.52	77.36	0.00	18.00	4,337.85
7	8141 - Steel - other - M.S.Grills - Others - SFT *5'10" x 5'10" - 07 nos.*	237.93	77.36	0.00	18.00	21,719.39
8	8141 - Steel - other - M.S.Grills - Others - SFT *10" x 6'4" - 16 nos.*	84.00	77.36	0.00	18.00	7,667.92
9	8141 - Steel - other - M.S.Grills - Others - SFT *2'4" X 3'4" - 04 nos*	31.04	77.36	0.00	18.00	2,833.48
				Total Order Value . . .		**93,650.90**

Rupees : Ninty Three Thousand Six Hundred Fifty and Paise Ninty Only.

Terms and Conditions :-

Specification / Brand	All MS flat pattis should be 3/4 - 6mm & 10 mm thickness sq.rod. Fabrication, grinding & powder coating should be of good quality. Above rates approved by M.D. vide circular no. 831(b), dtd.10/06/2016 and accepted by contractor.
Payment Terms	50% as advance and balance 50% of after Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 6 days
Delivery Location	Serene Farms Sy no-44, Yenkepally Village, Chevella Mandal,RR.Dist-501 503 Phone. ..
Penality For Delay	Bills must be submitted to H.O. within 30 days of completion of work.10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship
Advance Paid	Rs. 46,826/- as advance to be pay vide cheque no. , dtd.

For ***Serene Constructions LLP***

Authorised Signatory

Name : 19/05/2020

Accepted the above Terms And Conditions

For ***Mr. P. Satish Kumar***

Name : ____________

Date : __/__/____

Purchase Order

 18-05-2020 12:22:12 Original / Office Copy / Purchase Div.Copy

Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Villa no. 2,8,9,10,11,12,21,23,38,39,42. Fitting charges Rs.3/- extra per sft.
Completion Date	Work shall be completed within 4 days from the date of the work order.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	

For ***Serene Constructions LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Mr. P. Satish Kumar***

Name : ____________________

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SERENE CONSTRUCTION LLP	Date:	13-05-20
Site & Phase:	Serene farms	Time:	9:40
Supplier		Req. No.	150231
Material required before date:	20-05-20	ID No.	56788

No	Description	Size	Quantity	Units	Inward No	Date
1	Black powder coated MS-grills	5'10" x 4'4"	10	Nos	252.40	
2	Black powder coated MS-grills	1'10" x 5'10"	16	Nos	170.72	
3	Black powder coated MS-grills	2'10" x 3'4"	10	Nos	94.70	
4	Black powder coated MS-grills	2'10" x 4'4"	5	Nos	61.25	
5	Black powder coated MS-grills	2'4" x 1'10"	11	Nos	46.86	
6	Black powder coated MS-grills	1'10" x 4'4"	6	Nos	47.52	
7	Black powder coated MS-grills	5'10" x 5'10"	7	Nos	237.93	
8	Black powder coated MS-grills	10" x 6'4"	16	Nos	84	
9	Black powder coated MS-grills	2'4" x 3'4"	4	NOS	31.04	
10						

Remarks: THE ABOVE MATERIALS ARE REQUIRED FOR VILLA NO- 2,8,9,10,11,12,19,21,23,38,39,42			
Prepared By	SYED GOLAM SARWAR	Approve by	
Sign. & Date	13-05-20	Sign. & Date	

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

P.T.O

67125

APPROVED BY
15 MAY 2020
SOHAM MODI
MANAGING DIRECTOR

Estimate/Draft PO

 13-05-2020 15:53:37 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

Draft PO for Approval

Supplier Details			
Mr. P. Satish Kumar	**Doc No**	67125	150231
Plot No. 23,Laxmi Nagar, Boduppal, Hyderabad.	**Doc Date**	13-05-2020	
	Quote No	Nil	
GSTIN 36BCOPK2025G1ZQ	**Quote Date**	10-06-2017	
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Advance Paid	Rs. 46,826/- as advance to be pay vide cheque no. , dtd.

APPROVED BY
15 MAY 2020
MANAGING DIRECTOR

For *Serene Constructions LLP*

Authorised Signatory

Draft PO for Approval

Accepted the above Terms And Conditions

For *Mr. P. Satish Kumar*

Name : T.D. [signature] 13/5/2020 Name : ______________

Date : __/__/____

Estimate/Draft PO

 13-05-2020 15:53:37 Original / Office Copy / Purchase Div.Copy

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Remarks	

For ***Serene Constructions LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Mr. P. Satish Kumar***

Name : ____________________

Name : ____________________

Date : __/__/____