

PURCHASE DIVISION
Advice for approval for credit to supplier

2

Date: 22/7/2020		Prepared by:	K. R. Chagula
WO no.	68701	PO / WO Date.	7/7/2020
Supplier Name	Elegant Enterprises	PO/WO amount	967/-
Bill/Company	Sesone	Project	Sesone
No.	Bill No.	Bill Date	Bill amount
	0090	8/7/2020	968/-

Amount A – Bills total (Excluding Transport & Hamali Charges):

I. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			81163	☒ 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:

Amount E – PO / WO value:

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 / WO	☒ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs. / ☐ No
Payment – due date	22/7/2020

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	22/7/2020						

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

Page(s) 1 Of 1

07-07-2020 4:41:58 PM



68701

08.07.20 3:08:58

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

Supplier Details

Elegant Enterprises
5-4-187/7/3,Karbala Maidan, M.G.Road, Secunderbad-500003.

GSTIN 36AJBPK0412E1ZY
66385358

9985113450/9885073880

Doc No	68701	150286
Doc Date	07-07-2020	
Quote No	Nil	
Quote Date	22-10-2019	
SupplyType	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4585 - Electrical - other - Insulation tape - NA - nos Water Proofing Tape	50.00	10.00	0.00	18.00	590.00
2 4585 - Electrical - other - Insulation tape - NA - nos	40.00	8.00	0.00	18.00	377.60
Total Order Value . . .					967.60
Rupees : Nine Hundred Sixty Seven and Paise Sixty Only.					

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
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. ..
Penalty 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. Payment as per actual receipt of material. Above order for site use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Serene Constructions LLP**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		serene constructions llp		Date:		04/07/2020	
Site & Phase :		serene farms		Time:		12:30	
Supplier				Req. No.		150286	
Material required before date:		07/07/2020		ID No.		58259	

No	Description	Size	Quantity	Units	Inward No	Date
1	chisel 68700	std	02	nos		
2	hammer 68700	2.5 pounds	02	nos		
3	insulation tapes 68701	std	02	box		
4	waterproof insulation tapes 68701	std	01	box		
5	tester	std	05	nos		
6	cutting plyer 68703	std	03	nos		
7	screw driver	std	03	nos		
8						
9						
10						

Remarks:

Prepared By		syed golam sarwar		Approved by			
Sign. & Date		04/07/2020		Sign. & Date			

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


APPROVED BY
06 JUL 2020
SOHAM MOJIB
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.