

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		16/7/20		Prepared by:		SOWMYA	
PC/WO no.		68781		PO / WO Date.		11/7/20	
Supplier Name		SS LLP		PO/WO amount		1,523.80	
Firm/Company		Serene constructions		Project		Serene farms	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	12288	15/7/20		1,523.80			
2.							
3.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						1,523.80	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	10321	15/7/20	81165	☒ 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:						1,524	
Amount E – PO / WO value:						1,524	
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			18.7.2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	<i>[Signature]</i>						
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/-

TAX INVOICE

Summit Sales LLP**ORIGINAL INVOICE**

#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 : 15-07-2020

Customer Details				Invoice No.		12288			
Serene Constructions LLP Sy No. 44, Yenkepally Village, Chevella Mandal, RR Disterict GSTIN : 36ACVFS7909P1ZV				Invoice Date.		15-07-2020			
				PO No.		68781			
				PO Date.		11-07-2020			
				Req ID		58327			
				Req Date		07-07-2020			
				Loc Req No		150290			
	Description of Goods			HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7507 - Stationery - other - Box file - Big - nos				10	37.00	370.00	12	44.40
2	7508 - Stationery - other - Box file - small - nos				10	33.00	330.00	18	59.40
3	4003 - Consumables - Bombay Broom - Big - nos			9603	10	56.00	560.00	0	0.00
4	4009 - Consumables - Coconut Broom - other - nos			9603	10	16.00	160.00	0	0.00
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
IGST		CGST		SGST		Total Taxable Amount		1,420.00	103.80
		51.90		51.90		Total Invoice Amount		1,523.80	
Rupees : One Thousand Five Hundred Twenty Three and Paise Eighty Only.									

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



Purchase Order

Page(s) 1 Of 1

11-07-2020 14:29:39

Orig



08.07.20 3:08:59

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

Supplier Details

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

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No	68781	150290
Doc Date	11-07-2020	
Quote No	Nil	
Quote Date	11-07-2020	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7507 - Stationery - other - Box file - Big - nos	10.00	37.00	0.00	12.00	414.40
2 7508 - Stationery - other - Box file - small - nos	10.00	33.00	0.00	18.00	389.40
3 4003 - Consumables - Bombay Broom - Big - nos	10.00	56.00	0.00	0.00	560.00
4 4009 - Consumables - Coconut Broom - other - nos	10.00	16.00	0.00	0.00	160.00
Total Order Value . . .					1,523.80

Rupees : One Thousand Five Hundred Twenty Three and Paise Eighty 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 Working 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.Above order for Site office use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For **Serene Constructions LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name :

Name :

Date : _/_/

Requisition Form

Company Name:		Serene Constructions LLP		Date:		07-07-2020	
Site & Phase :		SERENE FARMS		Time:		14.10	
Supplier				Req. No.		150290	
Material required before date:		urgent		ID No.		58327	

No	Description	Size	Quantity	Units	Inward No	Date
1	Box Files (Big)	Std	10	Nos		
2	Box files (small)	Std	10	Nos		
3	Fancy Brooms (long handle -office use)	Std	10	Nos		
4	Coconut Brooms	Std	10	Nos		
5						
6						
7						
8						
9						
10						

PO
68781

APPROVED
 13 JUL 2020
 MINISH RABIKH
 MANAGER PROCUREMENT

Remarks: The Above Material is required for office maintenance purpose.

Prepared By	M Mahesh	Approved by	
Sign. & Date	07-07-2020	Sign. & Date	

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

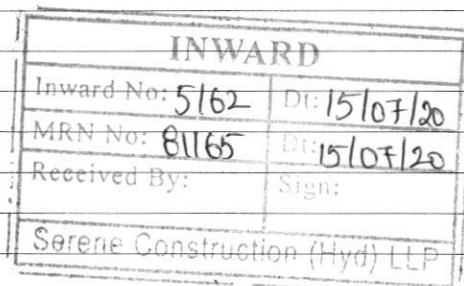
Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 15-07-2020

Customer Details		DC No.	10321
Serene Constructions LLP		DC Date.	15-07-2020
Sy No. 44, Yenkepally Village, Chevella Mandal, RR Disterict		PO No.	68781
		PO Date.	11-07-2020
		Req ID	58327
		Req Date	07-07-2020
GSTIN : 36ACVFS7909P1ZV		Loc Req No	150290
	Description of Goods	HSN/SAC	Qty
1	7507 - Stationery - other - Box file - Big - nos		10
2	7508 - Stationery - other - Box file - small - nos		10
3	4003 - Consumables - Bombay Broom - Big - nos	9603	10
4	4009 - Consumables - Coconut Broom - other - nos	9603	10
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for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Summit Sales LLP

TRANSIT COPY

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

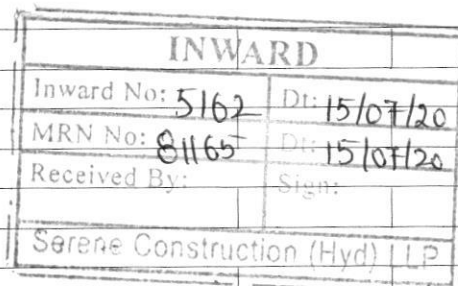
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1 of 1 : 15-07-2020

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				PO No.	68781		
				PO Date.	11-07-2020		
				Req ID	58327		
				Req Date	07-07-2020		
				Loc Req No	150290		
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