PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	10/8/20.	Prepared by:	SOWMYA
PO/WO no.	68703.	PO / WO Date.	7/7/20
Supplier Name	Precision Tools Centre	PO/WO amount	1,730.
Firm/Company	Seene Constructions LLP	Project	Seene farms.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	PTC - 30723	30/7/20.	1,730
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,730

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			81645	☑ 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:	1,730
Amount E – PO / WO value:	1,730
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	**14.8.2020**
Remarks:-	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	10/8/20						

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

ORIGINAL
For Recipient

Precision Tools Centre

5-5-198/1, Ranigunj,
Secunderabad, Telangana
500003
9866660676

GSTIN	36AALFP7122M1ZT	**Invoice Date**	30/07/2020
State	36-Telangana	**Invoice No.**	PTC-30723
PAN	AALFP7122M	**Reference No.**	68703/150286 Dt:07-07-2020

Customer Name

SERENE CONSTRUCTIONS LLP

Customer GSTIN

36ACVFS7909P1ZV

Billing Address

SERENE CONSTRUCTIONS LLP
Telangana
India

Shipping Address

SERENE CONSTRUCTIONS LLP
Telangana
India
36ACVFS7909P1ZV

Place of Supply 36-Telangana **Due Date** 30/07/2020

	Item	HSN / SAC	Quantity	Rate / Item (₹)	Discount Rate (%)	Taxable Value (₹)	CGST (₹)	SGST / UTGST (₹)	CESS (₹)	Total (₹)
1.	Taparia Cutting Plier 8"	8203	3.00 NOS	261.00	15.00%	665.55	59.90 @9%	59.90 @9%	0.00	785.35
2.	Taparia Tester 814	8205	5.00 NOS	48.00	15.00%	204.00	18.36 @9%	18.36 @9%	0.00	240.72
3.	Taparia Screwdriver Set 812	8205	3.00 SET	234.00	15.00%	596.70	53.70 @9%	53.70 @9%	0.00	704.10
				Total		**1,466.25**	**131.96**	**131.96**	**0.00**	**1,730.17**

Taxable Amount	₹ 1,466.25
Total Tax	₹ 263.92
Rounding off	₹ (0.17)
Total Value	**₹ 1,730.00**

Total amount (in words) One Thousand Seven Hundred Thirty Rupees Only

Bank Details:

Account Number	076109000038497	**IFSC**	CIUB0000076
Bank Name:	CITY UNION BANK	**Branch Name:**	RANIGUNJ

For Precision Tools Centre

Authorised Signatory

Terms & Conditions:
Please Recheck your GST NO.

No Returns, No Exchanges.

MOD. PROPERTIES PVT. LTD. INWARD No: 68124 Date: 8/8 Sign: SEC'BAD

INWARD
Inward No: 5198 Dt: 3/7/2020
MRN No: 8645 Dt: 01/08/2020
Received By: Sign:
Serene Construction (Hyd) LLP

Purchase Order

 07-07-2020 4:41:58 PM

68703
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			
Precision Tools Centre 7811, Ranigunj, Secunderbad	**Doc No**	68703	150286
	Doc Date	07-07-2020	
	Quote No	Nil	
GSTIN 0	**Quote Date**	05-09-2019	
27713364 9866660676	**SupplyType**	Supply	

Kind Attn :

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	9516 - Tools - Cutting plyer - NA - nos	3.00	261.00	15.00	18.00	785.35
2	9587 - Tools - Tester - NA - nos	5.00	48.00	15.00	18.00	240.72
3	9562 - Tools - Screw driver - NA - nos *Kit Scew Driver*	3.00	234.00	15.00	18.00	704.11
				Total Order Value . . .		**1,730.18**

Rupees : One Thousand Seven Hundred Thirty and Paise Seventeen Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'Taparia' brand
Payment Terms	100% as advance
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	Rs.... cheq....
Other Terms	We reserve the right to reject items not conforming to quality and specifications. 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 ***Precision Tools Centre***

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	2.5 pounds	02	nos		
3	insulation tapes 68701	std	02	box		
4	waterproof insulation tapes	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	APPROVED BY 06 JUL 2020 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	04/07/2020	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.