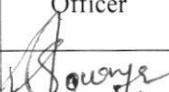


PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	10/8/20		Prepared by:	SOWMYA			
PO/WO no.	68700		PO / WO Date.	7/7/20			
Supplier Name	Sri raja rajeshwara Traders		PO/WO amount	708			
Firm/Company	Serene Constructions Up		Project	Serene farms			
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	0181	31/7/20	708				
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):				708			
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			81649	☒ 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:				708			
Amount E – PO / WO value:				708			
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	MD	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/-

INWARD

Inward No: 5200	Dr: 3	09/07/2020
MRN No: 8649	Dr: 0	08/07/2020
Received By: <i>Randee</i>	Sign: _____	
Sereene Construction (Hyd) LLP		
E & O.E.		

Purchase Order

Page(s) 1 Of 1

07-07-2020 4:41:58 PM



68700

06.07.20 2:23:37

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
Shop No. 18, Hyderi complex, Ranigunj, Sec-Bad -500 003

GSTIN 36AEPPP5662Q1ZF 27718915.
276363915 9246363915

Doc No	68700	150286
Doc Date	07-07-2020	
Quote No	Nil	
Quote Date	29-06-2020	
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	2.00	200.00	0.00	18.00	472.00
2 9553 - Tools - Poker - NA - nos Cheisel	2.00	100.00	0.00	18.00	236.00
Total Order Value . . .					708.00

Rupees : Seven Hundred Eight 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. ..
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 works purpose
Completion Date Nil
Measurment Nil
Security Nil
Remarks

For **Serene Constructions LLP**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Sri Raja Rajeshwara Traders**

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	std	02	nos		
2	hammer	2.5 pounds	02	nos		
3	insulation tapes	std	02	box		
4	waterproof insulation tapes	std	01	box		
5	tester	std	05	nos		
6	cutting plyer	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 MODI
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.