PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/8/20.	Prepared by:	SOWMYA
PO/WO no.	69371	PO / WO Date.	6/8/2020
Supplier Name	P. Pushpalatha	PO/WO amount	10,918.
Firm/Company	Serene- farms.	Project	Serene.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	188	8/8/20.	12, 508
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			12,508

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			81928	☑ 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:				12,508
Amount E – PO / WO value:				10,918
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	**29.8.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	21/8/20.						

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/-

GSTIN: 36APYPY9568E1ZM
Composite Scheme

TAX INVOICE

Cell : 88978 95924

Y. PUSHPALATHA

GARDEN CONTRACTOR

H.No. 4-1270, Marthanda Nagar, New Hafeezpet,
Ranga Reddy Dist, Hyderabad - 500 049.

M/s. Serene Constructions LLP.
yenkapally - Hyd.

Party's GSTIN

Sl.No. 188

Date : 08/08/2020

P.O. No. 69371

S.No.	PARTICULARS	HSN Code	Qty.	Rate	Amount Rs.	Ps.
1	Supply of plants -		250 No's		12,508	00
			G.TOTAL		12,508	00

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 68358
Dt. 18/8/20

INWARD
Inward No: 5221 Dt: 10/08/2020
MRN No: 81928 Dt: 10/08/2020
Received By: Sandeep Sign:
Serene Construction (Hyd) LLP

Rupess inwords: Twelev Thousand five Hundred Eight only -

For Y. PUSHPALATHA

Authorised Signature

Purchase Order

06-08-2020 3:22:39 PM

69371

31.07.20 12:25:05

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

Supplier Details			
Y PUSHPALATHA 4-1270,Marthanda nagar, New Hafeezpet, Ranga Reddy Dist, Hyderbad	**Doc No**	69371	150319
	Doc Date	06-08-2020	
	Quote No	Nil	
GSTIN 36APYPY9568E1ZM	**Quote Date**	06-08-2020	
8897895924	**SupplyType**	Supply	

Kind Attn : Radha Krishna

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6031 - Miscellaneous - Plants - NA - nos *Bogunvilla*	50.00	50.00	0.00	6.00	2,650.00
2	6031 - Miscellaneous - Plants - NA - nos *Mahendi*	50.00	25.00	0.00	6.00	1,325.00
3	6031 - Miscellaneous - Plants - NA - nos *Cicilipinia*	50.00	58.00	0.00	6.00	3,074.00
4	6031 - Miscellaneous - Plants - NA - nos *Nerium*	50.00	35.00	0.00	6.00	1,855.00
5	6031 - Miscellaneous - Plants - NA - nos *Tecoma*	50.00	38.00	0.00	6.00	2,014.00
				Total Order Value . . .		**10,918.00**

Rupees : Ten Thousand Nine Hundred Eighteen 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	Within 7 days
Delivery Location	Serene Farms Sy no-44, Yenkepally Village, Chevella Mandal,RR.Dist-501 503 Phone. ..
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for V.no.17,44,40 and V.no.17 line and 32 villa line purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Serene Constructions LLP*

Authorised Signatory

07/08/2020

Name : ______

Accepted the above Terms And Conditions

For *Y PUSHPALATHA*

Name : ______

Date : __/__/____

Requisition Form

Company Name:	Serene Constructions LLP	Date:	29-07-2020
Site & Phase :	SERENE FARMS	Time:	16.15
Supplier		Req. No.	150319
Material required before date:	Urgent	ID No.	58843

No	Description	Size	Quantity	Units	Inward No	Date
1	**BoganVilla**	Std	50	Nos		
2	Cicilipinia	Std	50	Nos		
3	Neerium	Std	50	Nos		
4	Ticoma 69371	Std	50	Nos		
5	Mehandi	Std	50	Nos		
6						
7						
8						
9						
10						

Remarks: The Above material is required for Villa nos 17,44,40 etc and 17 villa lane, 44 villa lane 32 villa lane etc in the Site and

Prepared By	M Mahesh	Approved by	
Sign.& Date	29-07-2020	Sign. & Date	

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

APPROVED FOR CONSTRUCTION
31 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						
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.