PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	01/09/20	Prepared by:	Keerthi
PO/WO no.	69340	PO / WO Date.	6/08/20
Supplier Name	Sri laxmi Ganesh Steels & Hardware	PO/WO amount	5133/-
Firm/Company	Serene Const. LLP	Project	Serene
Sl. No.	Bill No.	Bill Date	Bill amount
1.	643	17/08/20	5133/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	643	17/08/20	82231	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
Amount B –Other Credits :				–
Amount C –Other Debits :				–
Amount D (D=A+B-C) – Amount to be credited to the supplier:				5133/-
Amount E – PO / WO value:				5133/-
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	07/09/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi						
Date							

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 - 36ARPPK9655D2ZA
VAT TIN - 36513674953

TAX Invoice

Ph : 09542575725

SRI LAXMI GANESH STEELS & HARDWARE

Dealers in : Iron & Steel, Casting, Wire Mesh,Design Articals
6-6-125/A/2, Beside SBH, Kavadiguda, Secunderabad, Telangana - 500080.
Email : srilaxmiganeshsteels@gmail.com

Po No 69340

M/s. Serene constructions LLP
SEC.

Party's GSTIN 36 ACVFS7909P1ZV

Invoice No.: 643
Date : 17/8/20
Transporter :
L.R. No. :

HSN	Description	Qty.	Rate	Amount Rs.	Ps.
	MS. Gazette Plates 6"x6"x8MM 50 Nos	75 kg	58/-	4350	00
			Total	4350	00
			SGST @ 9 %	391	50
			CGST @ 9 %	391	50
			IGST @ 18 %		
			Roundup		
			Grand Total	5133	00

Bank Details :
Sri Laxmi Ganesh Steels & Hardware
C/A : 36998265647
Bank: SBI, Kavadiguda, Sec-bad.
IFSC Code No. : SBIN0020312

INWARD
Inward No: 5330 Dt: 19/8/2020
MRN No: 8223 Dt: 24-8-2020
Received By: Debasish Sign:
Serene Construction (Hyd) LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 68800
31/8

Rupees In words : Five Thousand one Hundred and Thirty Three only

For Sri Laxmi Ganesh Steels & Hardware

E & O.E
Terms & Conditions
Subject to hyderabad jurisdiction only
Goods once sold will not be taken back or Exchange

Signature

Purchase Order

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69340
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			
Sri Laxmi Ganesh Steels & Hardware	**Doc No**	69340	150321
Shop no. 6-6-125/A/2, Kavadiguda main road, Beside SBH, Secunderabad	**Doc Date**	06-08-2020	
	Quote No	Nil	
GSTIN 36ARPPK9655D2ZA	**Quote Date**	07-07-2020	
9246205245/9542575725	**SupplyType**	Supply	

Kind Attn : G. Anil

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8016 - Steel - other - MS Gazette Plates - other - kgs *6" x 6" x 8mm thick - 50 nos*	75.00	58.00	0.00	18.00	5,133.00
	Total Order Value . . .					**5,133.00**

Rupees : Five Thousand One Hundred Thirty Three Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 1st quality. Each plate 1.5kgs.
Payment Terms	100% as advance payment.
Tax	All taxes included in above price.
Delivery Date	Within 2days
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. 5,133/- to be pay vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for making of Gates & Portico of villas purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Serene Constructions LLP*

Authorised Signatory

07/08/2020

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For *Sri Laxmi Ganesh Steels & Hardware*

Date : __/__/____

Requisition Form

Company Name:	SERENE CONSTRUCTION LLP	Date:	30-07-20
Site & Phase:	Serene farms	Time:	12:50
Supplier		Req. No.	150321
Material required before date:	03-08-20	ID No.	58876

No	Description	Size	Quantity	Units	Inward No	Date
1	MS square pipe	40mmx40mmx2.7mm	40	Lengths		
2	Ms flat	50mmx12mm(thick)	01	Length		
3	Ms circular rod	16mm	01	Length		
4	Ms plates	6”x6”x8mm(thick)	50 ✓	Nos		
5	Anchor bolts	50mmx10mm(thick)	200	Nos		
6	Steel cutting wheel	355mm(big)	12	Nos		
7						
8						
9	69340					
10						

Remarks: The above material is required for making of gates, porticos of villas.Sl.1,2 is required as hinges and aldrop rod for gates respectively

Prepared By	SYED GOLAM SARWAR	Approve by	
Sign. & Date	30-07-20	Sign. & Date	APPROVED BY 03 AUG 2020 MANAGING DIRECTOR

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