PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	8/9/20	Prepared by:	T. Ghosh
PO/WO no.	69472	PO / WO Date.	8/8/20
Supplier Name	Y. Pushpalatha	PO/WO amount	2783
Firm/Company	Sere Cost LLP	Project	Sere
Sl. No.	Bill No.	Bill Date	Bill amount
1.	198	27/8/20	2782
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2782

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			82380	☑ 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:				2782
Amount E – PO / WO value:				2782
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	11/9/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	8/9/20						

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

Party's GSTIN

Sl.No. 198

Date : 27/08/2020

P.O. No. 69472

S.No.	PARTICULARS	HSN Code	Qty.	Rate	Amount Rs.	Ps.
1	Supply of mango plants.		21 no.		2782	50
	APR&GA 02/18					
			G.TOTAL		2782	50

INWARD
Inward No: 5348 Dt: 27/8/2020
MRN No: 82280 Dt: 29/8/20
Received By: Ramdas Sign:
Serene Construction (Hyd) LLP

MODI PROPERTIES PVT LTD SEC'BAD
INWARD
No. 68922
Date 3/9

Rupess inwords: two thousand seven Hundred Eighty two - only.

For Y. PUSHPALATHA

Authorised Signature

Purchase Order

 10-08-2020 4:33:24 PM

69472
06.08.20 2:48:33

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**	69472	150324
	Doc Date	08-08-2020	
	Quote No	Nil	
GSTIN 36APYPY9568E1ZM	**Quote Date**	08-08-2020	
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 *Mango trees Hybrid*	21.00	125.00	0.00	6.00	2,782.50
				Total Order Value . . .		**2,782.50**

Rupees : Two Thousand Seven Hundred Eighty Two and Paise Fifty 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.07,08,09,10,11,16,18 purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Serene Constructions LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Y PUSHPALATHA***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Serene Constructions LLP	Date:	04-08-2020
Site & Phase :	SERENE FARMS	Time:	17.05
Supplier		Req. No.	150324
Material required before date:	ASAP	ID No.	58964

No	Description	Size	Quantity	Units	Inward No	Date
1	**Mango Trees** 69472	Std	21	Nos		
2						
3						
4						
5						
6						
7						
8						
9						
10	05/08/2020					

Remarks: The Above material is required for Villa nos 07,08,09,10,11,16,18,etc in to the Site.

Prepared By	M Mahesh	Approved by	
Sign.& Date	04-08-2020	Sign. & Date	

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

APPROVED BY
05 AUG 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.