

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	8/9/20	Prepared by:	T-Shank			
PO/WO no.	69697	PO / WO Date.	19/8/20			
Supplier Name	Y. Pushpalatha	PO/WO amount	20140			
Firm/Company	Sera Cost Corp	Project	Sera P			
Sl. No.	Bill No.	Bill Date	Bill amount			
1.	196	26/8/20	20140			
2.						
3.						
4.						
Amount A – Bills total(Excluding Transport & Hamali Charges):			20140			
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN		
1.			82989	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No		
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Amount B – Other Credits :			4399			
Amount C – Other Debits :			-			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			24549			
Amount E – PO / WO value:			20140			
Amount F – Difference (A – E):			10			
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)				
Is difference between PO / Bill acceptable?		<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)				
Excess / short material received		<input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)				
Close PO / W?O		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)				
Advance paid / PDC given (deduct when paying)		<input type="checkbox"/> Yes - Rs. ___/- <input checked="" type="checkbox"/> 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:						
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

TAX INVOICE

Cell : 88978 95924

Composite Scheme



Y. PUSHPALATHA

GARDEN CONTRACTOR

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



M/s. Serene Constructions LLP

SI.No.

196

Date : 26/08/2020

Yenkally,

Party's GSTIN

P.O. No. 69697

S.No.	PARTICULARS	HSN Code	Qty.	Rate	Amount		
					Rs.	Ps.	
1	Supply of grass plants		40 Bags 500/wd.			24,549.00	
G.TOTAL						24,549.00	

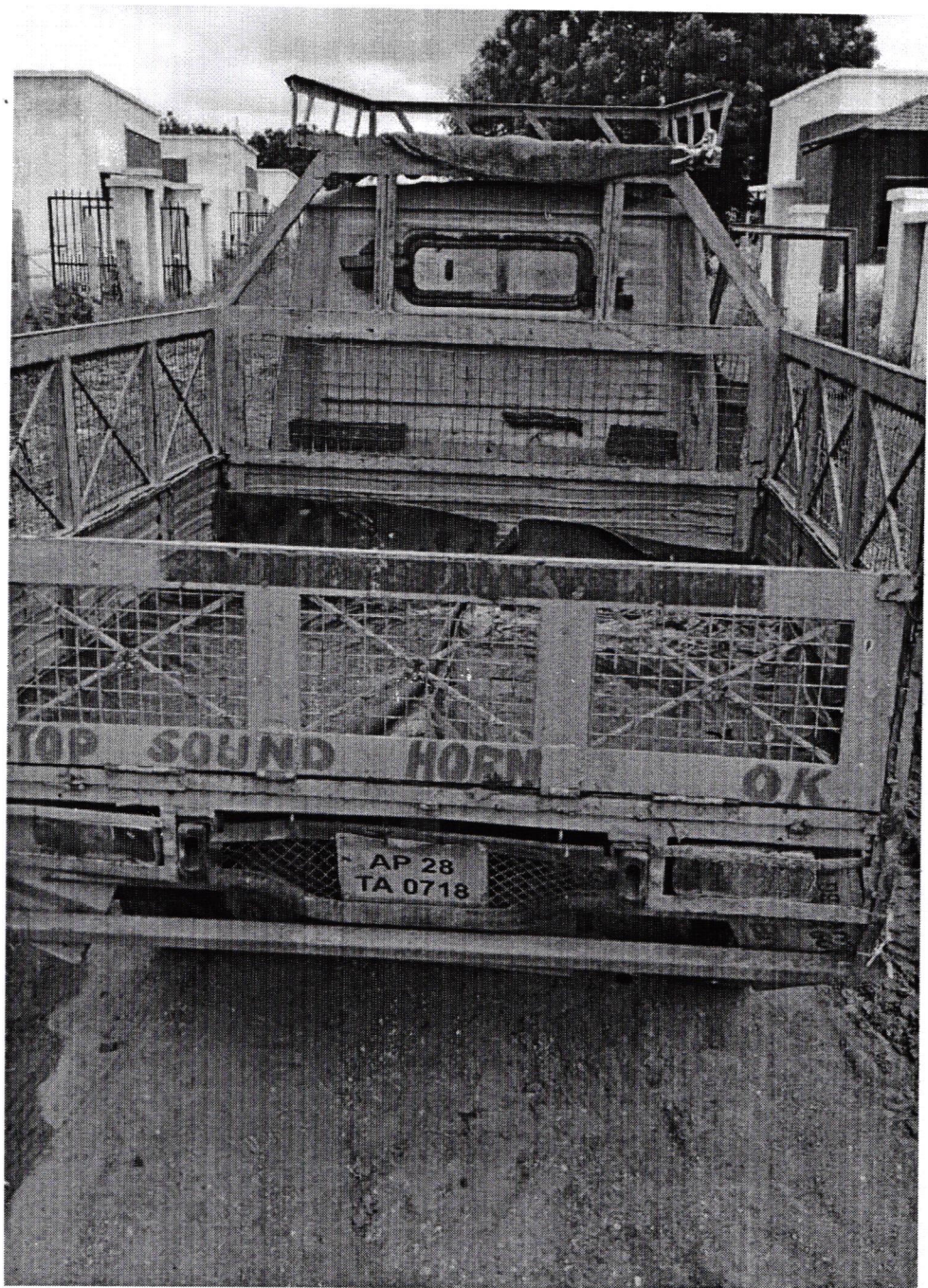
INWARD
 Inward No: 5349 Dt: 27/8/20
 MRN No: 82389 Dt: 29/8/20
 Received By: [Signature]
 Serene Construction (Hyd) LLP



Rupess inwords: Twenty four Thousand five Hundred forty nine only -

For **Y. PUSHPALATHA**
[Signature]

Authorised Signature





Purchase Order

Page(s) 1 Of 1

19-08-2020 4:56:22 PM



copy

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, Hyderabad

GSTIN 36APYPY9568E1ZM

8897895924

Doc No	69697	150330
Doc Date	19-08-2020	
Quote No	Nil	
Quote Date	19-08-2020	
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	500.00	10.00	0.00	6.00	5,300.00
2 6096 - Miscellaneous - Grass - NA - Bags FESCUES GRASS	40.00	350.00	0.00	6.00	14,840.00
Total Order Value . . .					20,140.00

Rupees : Twenty Thousand One Hundred Fourty 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. ..
Penalty 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.23,19 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:		17-08-2020	
Site & Phase :		Serene farms		Time:		11.50	
Supplier				Req. No.		150330	
Material required before date:			Urgent		ID No.		
					59147		
No	Description	Size	Quantity	Units	Inward No	Date	
1	Durantha Plants	Std	3000	Nos			
2	Fescues Grass	Std	60	Bags			
3							
4							
5							
6							
7							
8							
9							
10							

69697

17/8/2020

Remarks: The above material is require for lawn work at villa nos 23,19, etc in to the site.

Prepared By	M.Mahesh	Approved by	
Sign.& Date	17-08-2020	Sign. & Date	



Requisition Form

Company Name:		serene constructions llp		Date:			
Site & Phase :		serene farms		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	syed golam sarwar	Approved by	
Sign.& Date	05.10.2019	Sign. & Date	

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