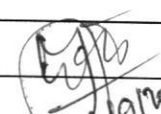
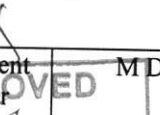


PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/09/2020	Prepared by:	T.D. Murthy
PO/WO no.	69462	PO / WO Date.	07/08/2020
Supplier Name	Venkataramana Stationery & Binding Works	PO/WO amount	Rs. 590/-
Firm/Company	Serene Constructions LLP	Project	Serene Farms
Sl. No.	Bill No.	Bill Date	Bill amount
1.	307	07/08/2020	Rs. 590/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 590/-
Sl. No.	DC No	DC. Date	MRN No.
1.	307	07/08/2020	82561
2.			
3.			
Amount B –Other Credits :			-
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			Rs. 590/-
Amount E – PO / WO value:			Rs. 590/-
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		19/09/2020	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	16/09/2020	16 SEP 2020	MINISH PARIKH MANAGER PROCUREMENT

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/-

TAX INVOICE

Ph: 040 - 27842572

Cell: 9849360076

VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available

#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To M/S. Serene constructions
M.G. Road (Sec-Bad)Order No 69462/16384 Date

Delivery Challan No

Date 7/8/20Bill No. 307-20-21Date 25/8/20

GSTIN

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Receipt Book		10MS	50		500		
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

INWARD	
Inward No: <u>537</u>	Di: <u>02-9-20</u>
MRN No: <u>8256</u>	Di: <u>03-9-20</u>
Received By: <u>Sandeep</u>	Sign: <u></u>
Serene Construction (Hyd) LLP	

Rupees.....

Total

SUB Total

CGST

SGST

Grand Total

500

45

45

590

590.00

Receiver's Signature & Seal

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions

Goods once sold will not be taken back

Interest @2%p.m. if not paid within 30 days time

Subject to Secunderabad Jurisdiction.

THE COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.

RTGS / NEFT CODE COSB0000069 A/C No. 069100102707

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

AL.

Purchase Order

Page(s) 1 Of 1

07-08-2020 12:50:42



69462

06.08.20 2:48:33

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

Supplier Details

Venkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Doc No 69462 16384**Doc Date** 07-08-2020**Quote No** Nil**Quote Date** 07-08-2020**SupplyType** Supply**Kind Attn : Mr. Prathap**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7646 - Stationery - printing - Receipt Books - other - nos	10.00	50.00	0.00	18.00	590.00
Total Order Value . . .					590.00

Rupees : Five Hundred Ninty Only.

Terms and Conditions :-**Specification /** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** All taxes included in above price.**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** 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 upender use purpose.**Completion Date** NA**Measurment** NA**Security** Nil**Remarks**For **Serene Constructions**

Authorised Signatory

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Name : _____

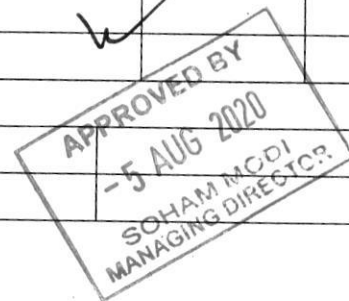
Date : ____/____/____

Contact : _____

Requisition Form

Company Name:		SERENE CLUBS AND RESORTS		Date:			
Site & Phase :		SERENE FARMS		Time:			
Supplier				Req. No.		16384	
Material required before date:				ID No.		58982	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Receipt Books		10				
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:							
Prepared By		LOPEHDES		Approved by			
Sign. & Date				Sign. & Date			

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



LOPEHDES