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.	DC matches MRN
1.	307	07/08/2020	82561	☑ 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:				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	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		APPROVED 16 SEP 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	16/9/20						

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/-

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: venkatramana.bindingworks@gmail.com

To
M/S. Serene constructions
M.G. Road (Sec-Bad)

GSTIN

Order No 69469/16384 Date

Delivery Challan No Date 7/8/20

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

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Receipt Book		10 nos	50		500			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total		500			
				CGST		45			
				SGST		45			
				Grand Total		590		590.	00

INWARD
Inward No: 537 Dt: 02-9-20
MRN No: 8256 Dt: 03-9-2020
Received By: Sandeep
Sign:
Serene Construction (Hyd) LLP

Rupees..........

MODI PROPERTIES PVT. LTD.
INWARD
No. 6910
Date 8/9/20
Sign.

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

Purchase Order

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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	**Doc No**	69462	16384
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	07-08-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	07-08-2020	
27842572 9849360076	**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. ..
Penality 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

Name : 07/08/2020

Contact ..

Accepted the above Terms And Conditions

For ***Venkatramana Stationery & Binding works***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	SERENE CLUBS AND RESORTS LLP	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			P.O. 69462			
5						
6						
7						
8						
9						
10						

Remarks:

Prepared By	Upender	Approved by	APPROVED BY -5 AUG 2020 SOHAM MODI MANAGING DIRECTOR
Sign.& Date		Sign. & Date	

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