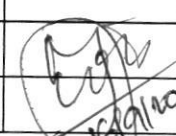


PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/09/2020	Prepared by:	T.D. Murthy
PO/WO no.	70030	PO / WO Date.	02/09/2020
Supplier Name	Elegant Enterprises	PO/WO amount	Rs. 2,631/-
Firm/Company	Serene Constructions LLP	Project	Serene Farms
Sl. No.	Bill No.	Bill Date	Bill amount
1.	0152	03/09/2020	Rs. 2,631/- ✓
2.			-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 2,631/- ✓
Sl. No.	DC No	DC. Date	MRN No.
1.	0152	03/09/2020	82816
2.			
3.			
			DC matches MRN
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
Amount B –Other Credits :			-
Amount C –Other Debits :_			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			Rs. 2,631/- ✓
Amount E – PO / WO value:			Rs. 2,631/-
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			

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/-



INWARD	
Inward No: 5374	Dr: 9/9/20
MRN No: 82816	Dr: 9/9/20
Received By: sondeep	Signature: 
Serene Construction (Hyd) LLP	

Purchase Order

Page(s) 1 Of 1

02-09-2020 3:19:03 PM



70030

03.09.20 11:46:55

From Company : **Serene Constructions LLP**
5-4-187/374,ii Floor,M.G.Road,Secunderabad-500 003.
G S T No. : 36ACVFS7909P1ZV

Supplier Details

Elegant Enterprises
5-4-187/7/3,Karbala Maidan, M.G.Road, Secunderbad-500003.

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	70030	150344
Doc Date	02-09-2020	
Quote No	Nil	
Quote Date	02-09-2020	
SupplyType	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4525 - Electrical - other - Ceiling fan - other - nos	2.00	1,050.00	0.00	18.00	2,478.00
2 4566 - Electrical - other - Fan Rod - Others - nos 2'	2.00	65.00	0.00	18.00	153.40
Total Order Value . . .					2,631.40

Rupees : Two Thousand Six Hundred Thirty One and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'CG' brand, Seawind model
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 Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qty & specs. Above order for Labour quarter purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Serene Constructions LLP**

Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Date : _/_/_

Requisition Form

Company Name:		Modi farm house(hyd)llp		Date:		31-08-2020	
Site & Phase :		Serene farms		Time:		17.20	
Supplier				Req. No.		150344	
Material required before date:		Urgent		ID No.		59491	

No	Description	Size	Quantity	Units	Inward No	Date
1	Ceiling fan	Std	02	Nos		
2	Fan Rod	2 ft	02	Nos		
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: The above material is require for labour quarter -I

Prepared By	M.Mahesh	Approved by	
Sign. & Date	31-08-2020	Sign. & Date	

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

APPROVED BY
 - 2 SEP 2020
 SOHAM MODI
 MANAGING DIRECTOR

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.