PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	23/09/2020	Prepared by:	T.D. Murthy
PO/WO no.	70184	PO / WO Date.	07/09/2020
Supplier Name	Shiv Shakti Machine Tools Hardware & Electricals	PO/WO amount	Rs. 2,567/-
Firm/Company	Serene Constructions LLP	Project	Serene Farms
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1563	14/09/2020	Rs. 2,567/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 2,567/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	1563	14/09/2020	83027	☑ 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. 2,567/-
Amount E – PO / WO value:	Rs. 2,567/-
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	**26/09/2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		APPROVED 23 SEP 2020 MINISH PARIKH MANAGER PROCUREMENT [signature]				
Date	23/9/20						

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

Shiv Shakti Machine Tools Hardware and Electricals 2-3-7, M.G Road, Secunderabad. Ph: 040-40030129 GSTIN/UIN: 36ADQFS9120G1ZQ State Name : Telangana, Code : 36 E-Mail : ssmtsecunderabad@gmail.com	Invoice No. **2020-21/1563/SS**	Dated **14-Sep-2020**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref. **1563**	Other Reference(s)
Buyer **Serene Constructions LLP** 5-4-187/3&4, IInd Floor, M.G Road, Secundrabad 500003 GSTIN/UIN : 36ACVFS7909P1ZV State Name : Telangana, Code : 36	Buyer's Order No. **70184-150351**	Dated **7-Sep-2020**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**MAL 12 Seg Marble Cutting Blade 4"**	82029990	**20 pc**	90.00	pc		**1,800.00**
2	**Cut Off Wheel 105*1.2mm DW**	68042390	**15 pc**	25.00	pc		**375.00**
							2,175.00
	CGST						**195.75**
	SGST						**195.75**
	Total		**35 pc**				**₹ 2,566.50**

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 69469 Date 19/9 Sign.

Amount Chargeable (in words) *E. & O.E*

INR Two Thousand Five Hundred Sixty Six and Fifty paise Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
82029990	1,800.00	9%	162.00	9%	162.00	324.00
68042390	375.00	9%	33.75	9%	33.75	67.50
Total	**2,175.00**		**195.75**		**195.75**	**391.50**

Tax Amount (in words) : **INR Three Hundred Ninety One and Fifty paise Only**

Company's Bank Details
Bank Name : **ICICI Bank**
A/c No. : **112105501160**
Branch & IFS Code : **M.G Road & ICIC0001121**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.Interest will be charged on overdue invoices @ 24 % P.A if more than 45 days.

for Shiv Shakti Machine Tools Hardware and Electricals

Authorised Signatory

This is a Computer Generated Invoice

INWARD
Inward No: 5397 Dt: 16-9-20
MRN No: 83097 Dt: 17-9-2020
Received By: sandeep Sign:
Serene Construction (Hyd) LLP

Purchase Order

 08-09-2020 3:23:14 PM

70184
03.09.20 11:50:24

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

Supplier Details			
Shiv Shakti Machine Tools Hardware & Electricals 2-3-7, MG Road, Beside ICICI Bank, Secunderbad-03,(T,S)	**Doc No**	70184	150351
	Doc Date	07-09-2020	
	Quote No	Nil	
GSTIN 36ADQFS9120G1ZQ	**Quote Date**	20-01-2019	
8121002491 8374457644	**SupplyType**	Supply	

Kind Attn : Mr.Shivang Gupta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9550 - Tools - Machine Blade - other - nos *Wall Cuting Blade 4"*	20.00	90.00	0.00	18.00	2,124.00
2	9550 - Tools - Machine Blade - other - nos *Rod cutting Blade 4"*	15.00	25.00	0.00	18.00	442.50
					Total Order Value . . .	**2,566.50**

Rupees : Two Thousand Five Hundred Sixty Six 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	Next Day.
Delivery Location	Serene Farms Sy no-44, Yenkepally Village, Chevella Mandal,RR.Dist-501 503 Phone. ..
Penality For Delay	Nil
Transportation Cost	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 welding works purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Serene Constructions LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Shiv Shakti Machine Tools Hardware &***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SERENE CONSTRUCTION LLP	Date:	05-09-20
Site & Phase:	Serene farms	Time:	11.45
Supplier		Req. No.	150351
Material required before date: Asap		ID No.	59633

No	Description	Size	Quantity	Units	Inward No	Date
1	Wall cutting blades	4"	20	Nos		
2	MS plates	6"x6"x8mm	27	Nos		
3	Steel cutting blades	4"	15	Nos		
4	70184					
5						
6						
7						
8						
9						
10						

The above material is required for fabrication work in villas			
Prepared By	SYED GOLAM SARWAR	Approve by	APPROVED BY 05 SEP 2020 SOHAM MODI MANAGING DIRECTOR
Sign. & Date	05-09-20	Sign. & Date	

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

Estimate/Draft PO

 07-09-2020 2:02:51 PM Original / Office Copy / Purchase Div.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			
Shiv Shakti Machine Tools Hardware & Electricals	**Doc No**	70184	150351
2-3-7, MG Road, Beside ICICI Bank, Secunderbad-03,(T,S)	**Doc Date**	07-09-2020	
	Quote No	Nil	
GSTIN 36ADQFS9120G1ZQ	**Quote Date**	20-01-2019	
8121002491 8374457644	**SupplyType**	Supply	

Kind Attn : Mr.Shivang Gupta

Estimate/Draft PO for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
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					Total Order Value . . .	**2,566.50**

Rupees : Two Thousand Five Hundred Sixty Six and Paise Fifty Only.

Terms and Conditions :-

W

APPROVED BY
07 SEP 2020
SOHAM MODI
MANAGING DIRECTOR

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
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 Cost	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 welding works purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Serene Constructions LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Shiv Shakti Machine Tools Hardware &***

Name : ____________ Name : ____________ Date : __/__/____