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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		23/9/20		Prepared by:		T. Shastri	
PO/WO no.		70418		PO / WO Date.		15/9/20	
Supplier Name		Elegit Equip.		PO/WO amount		5369	
Firm/Company		Sera Equip Const. Equip. Co.		Project		Sera	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	0164	31/9/20		5369			
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						Rs. 13,027/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
2.			83088	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B – Other Credits :							
Amount C – Other Debits :						-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:						-	
Amount E – PO / WO value:						5369	
Amount F – Difference (A – E):						5369	
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 checked="" 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				25/9/20			
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
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/-

Purchase Order

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15-09-2020 2:56:47 PM

70418
14.09.20 5:37:49

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	70418	150361
Doc Date	15-09-2020	
Quote No	Nil	
Quote Date	15-09-2020	
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 4697 - Electrical - wires - Copper wire - NA - mtrs 2.5 sq mm 4 c	70.00	65.00	0.00	18.00	5,369.00
Total Order Value . . .					5,369.00

Rupees : Five Thousand Three Hundred Sixty Nine Only.

Terms and Conditions :-

Specification / Brand	All items shall be of South King Brand.
Payment Terms	After delivery of all materials & 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. ..
Penalty For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	1 year
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for street light near villa .no.05 purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	

For **Serene Constructions LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Date : ___/___/___

Name : _____

Requisition Form

Company Name:		SERENE CONSTRUCTION LLP	Date:		12-09-20	
Site & Phase:		Serene farms	Time:		17:43	
Supplier:			Req. No.		150361	
Material required before date:		Asap	ID No.		59854	
No	Description	Size	Quantity	Units	Inward No	Date
1	4 core round cable 70418	2.5 SQMM	70	FEET		
2	FLOOD LIFGHT (WARM)	50 WAT	3	NOS		
3						
4						
5						
6						
7						
8						
9						
10						
Remarks: The above materials require for street light at near villa no 05						
Prepared By		SYED GOLAM SARWAR	Approve by			
Sign. & Date		12-09-20	Sign. & Date			

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

APPROVED BY
14 SEP 2020
 SOHAM MODI
 MANAGING DIRECTOR