PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/10/20	Prepared by:	Keerthi
PO/WO no.	70570	PO / WO Date.	19/09/20
Supplier Name	Sri Balaji Enterprises	PO/WO amount	1,888/-
Firm/Company	Serene Construction LLP	Project	Serene farms
Sl. No.	Bill No.	Bill Date	Bill amount
1	71	22/09/20	1,888/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,888/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	71	22/09/20	NA 83308	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits :Transportation charges	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	1,888/-
Amount E – PO / WO value:	1,888/-
Amount F – Difference (A – E): GST-18%	—

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	19/10/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi	[signature]					
Date	13/10.	13/10					

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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/-

"SHREE GANESHAY NAMAH"

Tax Invoice

SRI BALAJI ENTERPRISES #14-1-418, Near Rocket Ground, New Aghapura, Hyderabad - 01 E-mail : seetaram.joshi@yahoo.com Mob: 9030605690, 9885288441 **GSTN : 36AEIPJ0494H1ZF**	Invoice No. **71**	Dated **22-09-2020**
	PO / DOC No. **70570**	D.C. No. **71**
	Vehicle No. **SALMAN**	Destination

Billing Address :
Serene Constuction LLP
5-4-187/3&4, IInd Floor
MG Road, Secunderabad - 03
GSTN : 36ACVFS7909P1ZV

Shipping Address :
Serene farms yenkepally
sy no 44 yenkepally village chevella
Rangareddy - 501503
GSTN : 36ACVFS7909P1ZV

S. N0.	HSN	Description	Thickness	Size	Qty	Rate	Amount
1	35069190	SILICONE GEL TUBE WHITE			10	160.00	1600.00
						Cartage	
					10		1600.00

re Tax : Rs 1600.00 Tax Rs.: 288.00 Post Tax Rs.: 1888.00 R/o Rs.: **Final Rs.: 1888.00**

HSN / SAC	Taxable Value	CGST		SGST		IGST		Total Tax Amt
		Rate	Amount	Rate	Amount	Rate	Amount	
3.5E+07	1600	9%	144	9%	144			288.00
Total	**1600**	**0.09**	**144**	**0.09**	**144**	**0**	**0**	**288.00**

TERMS & CONDITIONS :
1. Above mentioned goods remain our property until full payment is received.
2. Goods once sold can not be taken back or exchanged.
3. Our responsibility ceases once the goods leave our premises.
4. If the is not paid on presentation interest at 24% per annum
5. Subject to Hyderabad Jurisdiction.

INWARD
Inward No: 5430 Dt: 23/09/20
MRN No: 83308 Dt: 24-9-2020
Received By: Yespal Reddy Sign:
...nstruction (Hyd)

For SRI BALAJI ENTERPRISES

Authorised Signatory

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 69802 Date 25-9

SRI BALAJI ENTERPRISES HYD.

Our Bank: Kotak mahendra Bank A/c No. 4312001151, IFSC : KKBK0000553
Our BanK: Central Bank Of India A/c No.3252126355, IFSC : CBIN0280809

Purchase Order

 21-09-2020 5:28:57 PM Original /

70570
17.09.20 3:46:38

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

Supplier Details			
Sri Balaji Enterprises	**Doc No**	70570	150370
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	19-09-2020	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	19-09-2020	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3130 - Chemicals - Silicon Gel Tube - NA - pkts *white*	10.00	160.00	0.00	18.00	1,888.00
			Total Order Value . . .			**1,888.00**

Rupees : One Thousand Eight Hundred Eighty Eight 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	Same 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 Al ,metal,wood gap filling purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Serene Constructions LLP***

Authorised Signatory

22/09/2020

Name : ____________

Accepted the above Terms And Conditions

For ***Sri Balaji Enterprises***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SERENE CONSTRUCTION LLP	Date:	18-09-20
Site & Phase:	Serene farms	Time:	14:37
Supplier		Req. No.	150370
Material required before date:	Asap	ID No.	60014

No	Description	Size	Quantity	Units	Inward No	Date
1	Dr.Fixit Silicone gel	Std	10	nos		
2	70570					
3						
4				APPROVED		
5				18 SEP 2020		
6				MINISH PARIKH		
7				MANAGER PROCUREMENT		
8						
9						
10						

Remarks: The above materials require for filling gaps between metal/wood/plastic and civil work.

Prepared By	SYED GOLAM SARWAR	Approve by	
Sign. & Date	18-09-20	Sign. & Date	

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