PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	12.11.20	Prepared by:	T Bhasker
PO/WO no.	71239	PO / WO Date.	12/10/20
Supplier Name	Shiv Shakti metic	PO/WO amount	1593
Firm/Company	Seree Cost LLP	Project	Seree
Sl. No.	Bill No.	Bill Date	Bill amount
1	2020-21/2254/SS	27/10/20	1593
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1593

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			84910	□ 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:	1593
Amount E – PO / WO value:	1593
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	20/11/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	12-11-20						

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. 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/-

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. **2020-21/2254/SS**	Dated **27-Oct-2020**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref. **2254**	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. **71239-150397**	Dated **12-Oct-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	**Cut Off Wheel 355*3*25.4 MAK**	68042390	**10 pc**	135.00	pc		**1,350.00**
	CGST						**121.50**
	SGST						**121.50**
	Total		**10 pc**				**₹ 1,593.00**

INWARD
Inward No: 5495 Dt: 05/11/20
MRN No: 84910 Dt: 05/11/20
Received By: Yespal Reddy Sign: [illegible]
Serene Construction (Hyd) LLP

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 71085
Date 10/11
Sign

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

INR One Thousand Five Hundred Ninety Three Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
68042390	1,350.00	9%	121.50	9%	121.50	243.00
Total	**1,350.00**		**121.50**		**121.50**	**243.00**

Tax Amount (in words) : **INR Two Hundred Forty Three 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

Purchase Order

 12-10-2020 2:46:17 PM

71239
10.10.20 12:26:27

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**	71239	150397
2-3-7, MG Road, Beside ICICI Bank, Secunderbad-03,(T,S)	**Doc Date**	12-10-2020	
	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 *Cutting blade Norton 14"*	10.00	135.00	0.00	18.00	1,593.00
					Total Order Value . . .	**1,593.00**

Rupees : One Thousand Five Hundred Ninty Three 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 Site use 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 Constructions LLp	Date:	12-10-20
Site & Phase :	serene farms	Time:	12.00
Supplier		Req. No.	150397
Material required before date: asap		ID No.	60697

No	Description	Size	Quantity	Units	Inward No	Date
1	**steel cutting blades**	14"	10	nos		
2	71239					
3						
4						
5						
6		APPROVED				
7		12 OCT 2020				
8		MINISH PARIKH				
		MANAGER PROCUREMENT				
10						

Remarks: The Above material is required for fabrication work in site

Prepared By	syed golam sarwar	Approved by	
Sign.& Date	12-10-2020	Sign. & Date	

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

Requisition Form

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Prepared By		Approved by	
Sign.& Date		Sign. & Date	

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