PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	28/11/20.	Prepared by:	D.SOWMYA
PO/WO no.	71273.	PO / WO Date.	10/11/20
Supplier Name	Shubham Enterprises	PO/WO amount	3,600 .
Firm/Company	Serene Constructions llp	Project	Serene farms.
Sl. No.	Bill No.	Bill Date	Bill amount
1	1719	10/11/20.	.3,600
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,600

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			85175	☑ 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:	3,600
Amount E – PO / WO value:	3,600
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	**29.11.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	28/11/20	28/11					

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/-

GSTIN : 36AMRPG2711M1ZT

TAX INVOICE

Ph : (O) : 66318150
: 66568150
: 66568151

SHUBHAM ENTERPRISES

5-2-288/D, Hyderbasti, Lane Opp. Arya Samaj, Secunderabad - 500 003.
E-mail : shubhamentp1999@yahoo.co.uk

Invoice No. : 1719	Date : 10-Nov-2020	P.O. No. : 71273 // 150383	Date : 10-Nov-2020
Reverse Charge (Y/N) : No		D.C. No. :	Date :
State : Telangana	State Code : 36	Vehicle No. :	E-Way Bill No. :

Bill to Party :	Ship to Party :
SERENE CONSTRUCTIONS LLP SERENE FARMS, SY. NO:- 44, YENKEPALLY VILLAGE, CHEVELLA MANDAL, R R DIST State: Telangana(36) **GSTIN No.: 36ACVFS7909P1ZV**	**SERENE CONSTRUCTIONS LLP** SERENE FARMS, SY. NO:- 44, YENKEPALLY VILLAGE, CHEVELLA MANDAL, R R DIST State: Telangana(36) **GSTIN No.: 36ACVFS7909P1ZV**

DESCRIPTION	HSN CODE	QUANTITY	RATE Rs. Ps.	AMOUNT Rs. Ps.
1 48" CELING FAN	8414	3.00 NOS.	1,017.00	3,051.00
				3,051.00
CGST TAX 9 %				274.59
SGST TAX 9%				274.59
ROUNDED				(-)0.18
				3,600.00

INWARD
Inward No: 5519 Dt: 11/11/20
MRN No: 85175 Dt: 12/11/20
Received By: Yespal Reddy Sign: Apal
Serene Construction (H...

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 71273
Date 17/11
Sign. Neha

Indian Rupees Three Thousand Six Hundred Only
Despatched Through :
Destination :

1.Goods once sold will not be taken back.
2.Interest 24% p.a. will be applicable after due date.
3.Subject to Secunderabad Jurisdiction.
4.Cheque return Charges Rs. 500/-
5.Bank Details : **PUNJAB NATIONAL BANK, Account No. : 3631001600000013**
IFS Code : PUNB0363100

E.&O.E.

For **SHUBHAM ENTERPRISES**

Purchase Order

 13-10-2020 5:03:39 PM

71273
10.10.20 12:33:38

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

Supplier Details			
Shubham Enterprises	**Doc No**	71273	150383
5-2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj,sec-bad-500 003	**Doc Date**	13-10-2020	
	Quote No	Nil	
GSTIN 36AMRPG2711M1ZT 6656-8151..	**Quote Date**	13-10-2020	
040-66318150/23468151 9849153774	**SupplyType**	Supply	

Kind Attn : Viral.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4525 - Electrical - other - Ceiling fan - other - nos *brown*	3.00	1,200.00	0.00	0.00	3,600.00
					Total Order Value . . .	**3,600.00**

Rupees : Three Thousand Six Hundred Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'CG' brand Sea wind 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. ..
Penality 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 qlty & specs. Above order for V.no.39 purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Serene Constructions LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Shubham Enterprises***

Name : ____________

Date : __/__/____

Fan PO not made

Requisition Form

Company Name:	Serene Constructions LLp	Date:	05-10-20
Site & Phase :	SERENE FARMS	Time:	12.20
Supplier		Req. No.	150383
Material required before date:	23-09-2020	ID No.	60434

No	Description	Size	Quantity	Units	Inward No	Date
1	**country almond tiles**	1'x1'	20	Box		
2	ceiling fan(brown colour)	Std	3	nos		
3	91273					
4						
5						
6			APPROVED			
7			13 OCT 2020			
8						
9			MINISH PARIKH MANAGER PROCUREMENT			
10						

Remarks: The Above material is required for villa-38,39,40,41,42 dado tiles and fan is for villa-39

Prepared By	syed golam sarwar	Approved by	
Sign.& Date	05-10-2020	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
1						
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.