PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	12/01/2021	Prepared by:	T.D. Murthy
PO/WO no.	73481	PO / WO Date.	04/01/2021
Supplier Name	Naveen Metal Udyog	PO/WO amount	Rs. 4,142/-
Firm/Company	Serene Constructions LLP	Project	Serene Farms
Sl. No.	Bill No.	Bill Date	Bill amount
1.	238	04/01/2020	Rs. 4,602/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 4,602/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	238	04/01/2020	87243	☑ Yes ☐ No
2.	-	-	-	☐ Yes ☐ N
3.	-	-	-	☐ Yes ☐ No
4.	-	-	-	☐ Yes ☐ No
Amount B –Other Credits :				-
Amount C –Other Debits :				-
Amount D (D=A+B-C) – Amount to be credited to the supplier:				Rs. 4,602/-
Amount E – PO / WO value:				Rs. 4,142/-
Amount F – Difference (A – E):				Rs. 460/-

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	**16/01/2021**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 13 JAN 2021 [signature]				
Date	12/1/21	13/1/21	MINISH PARIKH MANAGER PROCUREMENT				

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/-

GST No. : 36AGOPD8982C1Z4

TAX INVOICE
~~CASH~~ / CREDIT

Phone : 27712497
40042626

NAVEEN METAL UDYOG

4-5-155, PAN BAZAR, SECUNDERABAD - 500 003.

E-mail : nmuhyd@yahoo.co.in

M/s. SERENE CONSTRUCTION LLP
M. G. ROAD.
SECUNDERABAD

Phone ______ Fax ______

GST No. 36ACVFS7909P1ZV

Invoice No. : 238 Date : 04/01/21

P. O. No. & Date : 73481/150454 04/01/21

D. C. No. : Date :

Desp. Through : TS-10-UA-9758

HSN Code	PARTICULARS	Qty.	Unit Price	AMOUNT
7217	WIRE	50 kgs	@ 78/- Per Kg.	3900=00
			SUB TOTAL	3900=00
				—
			SGST @ 9 %.	351=00
			CGST @ 9 %.	351=00
			IGST @	—
			G. TOTAL	4602=00

INWARD
Inward No: 5630 Dt: 5/1/2021
MRN No: 87243 Dt: 7/1/2021
Received By: M. Kiran Sign: M-Kiran
Serene Construction (Hyd) LLP

MODI PROPERTIES PVT. LTD. ★ SEC'BAD ★
INWARD
No: 732
Date: 4/1/21
Sign:

BANK : **UNITED BANK OF INDIA** Branch : M. G. Road, Secunderabad.
A/c. No. : 0625210318512 IFSC Code : UTBioSEC813

Rupees Four thousand Six hundred and two only

1. Goods once sold will not be taken back and No claim for shortage of damage will be entertained unless lodged within 24 hours.
2. Interest will be charged @ 18% per annum if payment is not made within 30 days.
3. Our responsibility ceases no sooner goods are handed over to the carrying agency.
4. Payment strictly by Account Payees Cheques only.
5. Subject to Secunderabad Jurisdiction only.

E & O. E.

For **NAVEEN METAL UDYOG**

Authorised Signatory

 04-01-2021 11:05:41

Purchase Order

Origir 73481
31.12.20 3:26:35

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

Supplier Details			
Naveen Metal Udyog 4-5-155, Pan Bazar, Sec-bad-03.	**Doc No**	73481	150454
	Doc Date	04-01-2021	
GSTIN 36AGOPD8982C1Z4 27712497.	**Quote No**	Nil	
66382026. 9246297667	**Quote Date**	04-01-2021	
	SupplyType	Supply	

Kind Attn : Mr.Surpat Singh Dugar/ Nikil Dugar

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	6024 - Miscellaneous - GI -Wire - other - kgs *16 g*	45.00	78.00	0.00	18.00	4,141.80
					Total Order Value . . .	**4,141.80**

Rupees : Four Thousand One Hundred Fourty One and Paise Eighty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Included in above prices
Delivery Date	Material delivered.
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 is for tying barbied wire purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For ***Serene Constructions LLP***

Authorised Signatory

Name : ____________

Contact

Accepted the above Terms And Conditions

For ***Naveen Metal Udyog***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	serene constructions llp	Date:	02-01-2021
Site & Phase :	Serene farms	Time:	16:30
Supplier		Req. No.	150454
Material required before date:	asap	ID No.	62769

No	Description	Size	Quantity	Units	Inward No	Date
1	**GI wire**	16guage	45	kgs		
2	73481					
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: The above material is required for tying barbed wire to kadies in villa-27,29,28,02,03,04,01

Prepared By	syed golam sarwar	Approved by	
Sign.& Date	02.01.2021	Sign. & Date	

APPROVED
04 JAN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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.