PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	04.2.21	Prepared by:	T Bhasker
PO/WO no.	73787	PO / WO Date.	12/1/21
Supplier Name	Sri Laxmi Ganesh In	PO/WO amount	590
Firm/Company	Sever Cost Ltd	Project	Serve
Sl. No.	Bill No.	Bill Date	Bill amount
1	864	21/1/21	590
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			590

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			87976	☑ 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:	590
Amount E – PO / WO value:	590
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	5/2/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	4.2.21						

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 - 36ARPPK9655D2ZA
VAT TIN - 36513674953

TAX Invoice

Ph : 09542575725

SRI LAXMI GANESH STEELS & HARDWARE

Dealers in : Iron & Steel, Casting, Wire Mesh, Design Articals
6-6-125/A/2, Beside SBH, Kavadiguda, Secunderabad, Telangana - 500080.
Email : srilaxmiganeshsteels@gmail.com

Po No 73787

M/s. Serene construction LLP
M.G. Road
Party's GSTIN 36ACVFS7909P1ZV

Invoice No.: 864
Date : 21/1/21
Transporter :
L.R. No. :

HSN	Description	Qty.	Rate	Amount Rs.	Ps.
	Machine Blades	20 No.	25/-	500=	00
			Total	500=	00
			SGST @ 9 %	45-	00
			CGST @ 9 %	45-	00
			IGST @ 18 %		
			Roundup		
			Grand Total	590=	00

INWARD

Inward No: 5666	Dt: 27/1/21
MRN No: 87976	Dt: 27/01/21
Received By: M.King	Sign: M.King

Serene Construction (Hyd) LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 73864
Date. 1/2

Bank Details :
Sri Laxmi Ganesh Steels & Hardware
C/A : 36998265647
Bank: SBI, Kavadiguda, Sec-bad.
IFSC Code No. : SBIN0020312

Rupees In words : Five Hundred and Ninety only

For Sri Laxmi Ganesh Steels & Hardware

Signature

E & O.E
Terms & Conditions
Subject to hyderabad jurisdiction only
Goods once sold will not be taken back or Exchange

Purchase Order

 12-01-2021 14:50:36

73787
09.01.21 11:06:15

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 Laxmi Ganesh Iron & Hardware Stores	**Doc No**	73787	150461
Shop no. 6-6-125/A/2, Kavadiguda Main Road, Beside SBH, Secunderabad.	**Doc Date**	12-01-2021	
	Quote No	Nil	
GSTIN 36ARPPK9655D2ZA	**Quote Date**	12-01-2021	
040-64505240 9246205245/9542575725	**SupplyType**	Supply	

Kind Attn : Mr. G. Anil

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	9550 - Tools - Machine Blade - other - nos *steel cutting blade 4"*	20.00	25.00	0.00	18.00	590.00
					Total Order Value . . .	**590.00**
Rupees : Five Hundred Ninty 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 rod cutting purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Serene Constructions LLP***

Authorised Signatory

Name : ____________________

Contact

Accepted the above Terms And Conditions

For ***Sri Laxmi Ganesh Iron & Hardware Stores***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Serene constructions LLP	Date:	11-01-2021
Site & Phase:	Serene farms	Time:	14:30
Supplier		Req. No.	150461
Material required before date:	Asap	ID No.	63026

No	Description	Size	Quantity	Units	Inward No	Date
1	Steel cutting blades	4"	20	Nos		
2						
3						
4	73787					
5						
6			APPROVED			
7			12 JAN 2021			
8						
9			MINISH PARIKH			
10			MANAGER PROCUREMENT			

Remarks: The above materials required for steel rods cutting purpose

Prepared By	SYED GOLAM SARWAR	Approve by	
Sign. & Date	11-01-2021	Sign. & Date	

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