PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	25/8/21	Prepared by:	P. Sneha
PO/WO no.	78942	PO / WO Date.	22/7/21
Supplier Name	Santosh Parpaulin	PO/WO amount	1,423/-
Firm/Company	Serene Construction Up	Project	Serene farms
Sl. No.	Bill No.	Bill Date	Bill amount
1	045	22/7/21	1,423/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1423/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.				□ 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:	1,423/-
Amount E – PO / WO value:	1,423/-
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	30/8/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha	[signature]					
Date	25/8/21	25/8/21					

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/-

TAX-INVOICE

SANTHOSH TARPAULIN

2-9-39/7/3, Forzenguda,
Survanagar, Old Alwal,
Medchal, Malkajgiri District - 500 010.
Telangana State

GSTIN :36ATWPA1307P1ZC
Email id: santhoshtarp@gmail.com
Cell: 9642662732
Bank Account : AXIS BANK
Acc.No.919020039284737
IFSC CODE :UTIB0001378

To SERENE CONSTRUCTIONS LLP
5-4-187/374 IInd floor MG ROAD
SECUNDERABAD 500003
GSTIN No. 36ACVFS7909P1ZV

Invoice No:**045**
Invoice Date: **22/07/**2021
P.O.No.78942/150558
P.O.Date: 22.07.2021

Sl. No.	Descriptions	Code SAC HSN	Qty	Rate	Amount Rs. Ps.
1	UMBRELLA	4064	2 NOS	@ 260/-	520.00
2	RAIN COATS	6201	2 NOS	@ 400/-	800.00

INWARD
Inward No: 143 Dt: 14-08-21
MRN No: 95150 Dt: 16/08/21
Received By: R. Sachin Sign:
Serene Construction (Hyd) LLP

Rupees in words ONE THOUSAND FOUR HUNDRED TWENTY TWO AND FOURTY PAISE ONLY

Total ::	**1,320.00**
CGST @ 6+2.5%	**31.20+20**
SGST @ 6+2.5 %	**31.20+20**
IGST 18% ::	
Grand Total ::	**1,422.40**

Receiver Signature & Seal

For SANTHOSH TARPAULIN

Authorized Signatory

SUMMIT SALES LLP
IN WARD
No: 82709
Date: 24/8
Sign:
R.R. DIST.

Purchase Order

 22-07-2021 17:01:00

78942

22.07.21 4:01:00

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

Supplier Details			
Santosh Tarpaulin	**Doc No**	78942	150558
2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010	**Doc Date**	22-07-2021	
	Quote No	Nil	
GSTIN 36ATWPA1307P1ZC	**Quote Date**	16-07-2021	
9642662732	**SupplyType**	Supply	

Kind Attn : Santosh Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4064 - Consumables - Umbrella - other - nos	2.00	260.00	0.00	12.00	582.40
2	4052 - Consumables - Raincoats - NA - nos	2.00	400.00	0.00	5.00	840.00
					Total Order Value . . .	**1,422.40**

Rupees : One Thousand Four Hundred Twenty Two and Paise Fourty Only.

Terms and Conditions :-

Specification /	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	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 security and office purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Serene Constructions LLP***

Authorised Signatory

Name : ______________

Contact

Accepted the above Terms And Conditions

For ***Santosh Tarpaulin***

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	serene constructions llp	Date:	14-07-2021
Site & Phase :	Serene farms	Time:	16:30
Supplier		Req. No.	150558
Material required before date:	asap	ID No.	67688

No	Description	Size	Quantity	Units	Inward No	Date
1	**Torch light** 78943	std	01	nos		
2	Umbrellas	std	02	nos		
3	Rain coats 78942	std	02	nos		
4						
5						
6						
7						
8						
9						
10						

Remarks: The above material is required for security and office purposes

For MDs APPROVAL
- [ ] High Value/quantity beyond limits.
- [ ] Po/Req. processed-post approval.
- [ ] Approval for technical details/clarification.
- [ ] Replenishing SSLLP stock
- [x] Other

Prepared By	G.Siva prasad	Approved by	
Sign.& Date	14-07-2021	Sign. & Date	

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

APPROVED BY
21 JUL 2021
SOHAM MODI
MANAGING DIRECTOR

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.