PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	2/9/21	Prepared by:	P. Sneha
PO/WO no.	79340	PO / WO Date.	4/8/21
Supplier Name	Shweta Computers	PO/WO amount	650/-
Firm/Company	Serene Construction LLP	Project	Serene Farms
Sl. No.	Bill No.	Bill Date	Bill amount
1	00015806	18/8/21	650/-
2			/
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			650/-

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:	650/-
Amount E – PO / WO value:	650/-
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	6/9/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha						
Date	2/9/21						

APPROVED
03 SEP 2021
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. 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

☐ Original for Recepient ☐ Triplicate for Supplier
☐ Duplicate for Transporter ☐ Extra Copy

SHWETA COMPUTERS

SHOP NO. 1,2,3 AND 4, GROUND FLOOR , CHENOY TRADE CENTRE ,
PARKLANE ,SECUNDERABADTELANGANAHYDERABAD 500003
State Name 36 - Telangana
Phone:040-66143437,66143438,66143439,
Email:Shwetacomputers@shwetagroup.com
GSTIN:36ACUFS2935A1ZZ
PAN:ACUFS2935A

Bill To :
SERENE CONSTRUCTIONS LLP
5-4-187/3 AND 4, 2ND FLOOR, SOHAM MANSION, MG ROAD,
SECUNDERABAD, Ranga Reddy, Telangana, 500003
PH:8247034785
HYDERABAD - 500003
State : 36 - Telangana

Ship to:

Invoice No. : 00015806
Invoice Date : 18/08/2021
GSTIN : 36ACVFS7909P1ZV
PAN : ACVFS7909P

Sl	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST %	CGST Amt	SGST %	SGST Amt	IGST %	IGST Amt
1	LAPTOP ADAPTOR (COMP)	84733099	1	600.00	508.48	508.48	9.00	45.76	9.00	45.76	0.00	0.00
2	COMPUTER CABLE 18%	85444999	1	49.00	41.53	41.52	9.00	3.74	9.00	3.74	0.00	0.00
						550.00						
	CGST				9.00	49.50						
	SGST				9.00	49.50						
	Grand Total:		**2**			**649.00**		**49.50**		**49.50**		

INWARD
Inward No: 298 Dt: 18/08/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

Rupees Six Hundred Forty-Nine Only.

Bank Details :
HDFC BANK PARADISE **A/C NO** : 50200010045314, **IFSC**: HDFC0000042

Terms & Condition :
1. No warranty for burnt/Physical damage goods.
2. For Warranty bring Product with box.
3. In case of default interest payable @ 24% p.a. from bill date
4. All disputes are subject to **HYDERABAD** jurisdiction
5. Payment should be sent through A/c payee cheque/Draft only
6. Standard Warranty 11 months from the date of Invoice.
7. No warranty on adaptor,cables,earphone,other accessories & consumbales products etc

SUMMIT SALES LLP
IN WARD
No: 83817
Date: 22/8
Sign:
R.R. DIST.

E.&O.E
For **SHWETA COMPUTERS**

SHWETA COMPUTERS SEC-BAD

Authorised Signatory

Purchase Order

 04-08-2021 2:29:13 PM Or

79340
31.07.21 2:18:25

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

Supplier Details			
Shweta Computers Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003. **GSTIN** 36ACUFS2935A1ZZ 9248091726	**Doc No**	79340	150562
	Doc Date	04-08-2021	
	Quote No	Nil	
	Quote Date	04-08-2021	
	SupplyType	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4070 - Consumables - Batteries - other - nos *HP Laptop Charger & Power Cable*	1.00	550.80	0.00	18.00	649.94
				Total Order Value . . .		**649.94**
Rupees : Six Hundred Fourty Nine and Paise Ninty Four Only.						

Terms and Conditions :-

Specification /	All items shall be of Dell Brand
Payment Terms	100% as advance
Tax	Inclusive of all taxes
Delivery Date	Next Working 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	1 yr
Advance Paid	Rs. 650/- vide cheq....
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for site laptop purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Serene Constructions LLP***

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For ***Shweta Computers***

Name : _____

Date : __/__/____

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Requisition Form

Company Name:	serene constructions llp	Date:	29-07-2021
Site & Phase :	Serene farms	Time:	16:00
Supplier		Req. No.	150562
Material required before date: asap		ID No.	67973

No	Description	Size	Quantity	Units	Inward No	Date
1	**Hp laptop adapter**	std	01	nos		
2						
3						
4						
5						
6						
7	79340					
8						
9						
10						

Remarks: The above material is required for office use purpose

Prepared By	G.Siva prasad	Approved by	
Sign.& Date	29-07-2021	Sign. & Date	

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

APPROVED
29 JUL 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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.