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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/9/21	Prepared by:	Sneha
PO/WO no.	79403	PO / WO Date.	5/8/21
Supplier Name	Sri Ambe electricals	PO/WO amount	1,977/-
Firm/Company	Serene Constructions LLp	Project	Serene farms
Sl. No.	Bill No.	Bill Date	Bill amount
1	652	1/9/21	1,977/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,977/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	95917	☐ 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:	1,977/-
Amount E – PO / WO value:	1,977/-
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	20/9/21

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha	[signature]					
Date	17/9/21	17/9					

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 RECIPIENT)

Sri Ambe Electricals 5-2-32 to 34/b, Plot No.97 Sri Sai's Oxford Terrace, R.P Road, Opp Gujarati High School, Secunderabad. GSTIN/UIN: 36AAZPL0425H1ZH State Name : Telangana, Code : 36 E-Mail : sriambeelectricals@gmail.com	Invoice No. **652**	Dated **1-Sep-2021**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Consignee **SERENE CONSTRUCTIONS LLP** 5-4-187/374, II FLOOR, M.G ROAD, SECUNDERABAD GSTIN/UIN : 36ACVFS7909P1ZV State Name : Telangana, Code : 36	Buyer's Order No. **79403/150569**	Dated **5-Aug-2021**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
Buyer (if other than consignee) **SERENE CONSTRUCTIONS LLP** 5-4-187/374, II FLOOR, M.G ROAD, SECUNDERABAD GSTIN/UIN : 36ACVFS7909P1ZV State Name : Telangana, Code : 36	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**SEN -4P DB ENCLOSURE**	85371000	**5 nos**	335.00	nos		**1,675.00**
	CGST						**150.75**
	SGST						**150.75**
	Total		**5 nos**				**Rs. 1,976.50**

Amount Chargeable (in words)

E. & O.E

INR One Thousand Nine Hundred Seventy Six and Fifty paise Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
85371000	1,675.00	9%	150.75	9%	150.75	301.50
Total	**1,675.00**		**150.75**		**150.75**	**301.50**

Tax Amount (in words) : **INR Three Hundred One and Fifty paise Only**

Company's Bank Details
Bank Name : **Yes Bank Ltd**
A/c No. : **009786900000484**
Branch & IFS Code : **BEGUMPET & YESB0000097**

Declaration
(1) Goods once sold will be not returned.
(2) Subjict to Secunderebad jurisdiction

for Sri Ambe Electricals

Authorised Signatory

SRI AMBE ELECTRICALS

This is a Computer Generated Invoice

INWARD	
Inward No: 183	Dt: 03/09/21
MRN No: 95917	Dt: 03/09/21
Received By: M.Kiran	Sign: M.Kiran

Serene Construction (Hyd) LLP

SUMMIT SALES LLP * R.R. DIST. *
IN WARD No: 84343
Date: 1/3/9
Sign:

 05-08-2021 3:09:30 PM

Purchase Order

79403
10.08.21 11:14:45

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 Ambe Electricals Plot no-97,Sri Sai Oxford Terrace R.P.Road,Secunderabad-500003	**Doc No**	79403	150569
	Doc Date	05-08-2021	
GSTIN 36	**Quote No**	Nil	
7702963535 7702963535	**Quote Date**	05-08-2021	
	SupplyType	Supply	

Kind Attn : Hari Prasad/ Subba Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4548 - Electrical - other - Distribution Board - Single Phase - nos *4 w*	5.00	335.00	0.00	18.00	1,976.50
	Rupees : One Thousand Nine Hundred Seventy Six and Paise Fifty Only. **Total Order Value . . .**					**1,976.50**

Terms and Conditions :-

Specification /	All items shall be of 'ABB' brand, Classiq series.
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	10 years warranty.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Payment as per actual receipt of material. Above order for automatic changeover purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Serene Constructions LLP*

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For *Sri Ambe Electricals*

Name : ____________________

Date : __/__/____

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Requisition Form

Company Name:	serene constructions llp	Date:	05-08-2021
Site & Phase :	Serene farms	Time:	11:45
Supplier		Req. No.	150569
Material required before date:	asap	ID No.	68 209

No	Description	Size	Quantity	Units	Inward No	Date
1	**changeover box-4pole**	std	05	nos		
2						
3	79403					
4						
5						
6						
7						
8						
9						
10						

Remarks: The above material is required for installing automatic changeover

Prepared By	G.Siva prasad	Approved by	
Sign.& Date	05-08-2021	Sign. & Date	

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

APPROVED
10 AUG 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.