PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 17/12/2021 | Prepared by: | P. Ramya |
| PO/WO no. | 82011 | PO / WO Date. | 25.10.2011 |
| Supplier Name | Elegant Enterprises | PO/WO amount | 11,800.00/- |
| Firm/Company | Serene Constructions Up | Project | Serene farms |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | EE2122-0340 | 28.oct.2021 | 11,800.00 |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 11,800/- |

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | | | | ☑ Yes □ No |
| 2. | | | 99632 | ☑ 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: | | | | 11,800.00 |
| Amount E – PO / WO value: | | | | 11,800.00 |
| 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 | |

Remarks:

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | MD | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | [signature] | [signature] | | | | | |
| Date | 17/12/2021 | 17/12 | | | | | |

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: 36AJBPK0412E1ZY | ☑ Orignal for Receipient | ☐ Duplicate for Supplier / Transporter | ☐ Triplicate for Supplier | GST INVOICE CASH \| CREDIT |
|---|---|---|---|---|

# Elegant Enterprises

5-4-187/7/3, Karbala Maidan, M. G. Road, Secunderabad-500003
Phone: 040- 6638-5358, E-mail address: eleganthyd@hotmail.com

ELEGANT

Preventers I Annunciators I Switchgears I Starters I Wires & Cables I Capacitors I Panel & Cable Accessories I Oil Seals
Step Down Transfromers I L.E.D Lights I Earthing Equipiments I Carbon Brushes I PVC Insulation Tapes I Lugs I Spares

| | | | |
|---|---|---|---|
| Reverse Charge : | Nil | Transportation Mode : | Not Applicable |
| Invoice Number : | EE2122-0340 | Vehicle/LR Number : | Not Applicable |
| Invoice Date : | 28 October 2021 | Date of Supply : | 28 October 2021 |
| State : | Telangana — State Code : 36 | Place of Supply : | Hyderabad |

## Details of Buyer I Billed to:

Name : M/s Serene Constructions LLP
Address : 5-4-187/3 & 4, 2nd Floor, Soham Mansion,
Mahatma Gandhi Road,
Secunderabad - 500003
GSTIN : 36ACVFS7909P1ZV
State : Telangana — State Code : 36

Delivery Challan No. : Not Applicable — Date : - x -
Purchase Order No. : 82011 — Date : 25.10.2021
Delivery Location : Serene Farms, Sy no-44, Chevella Mandal, RR Dist
Term of Payment : ☐ Against Delivery ☐ Against Proforma Invoice ☑ Within 30 days from date of Invoice.

| Sl. No. | Description of Goods | HSN/SAC | Quantity | UoM | CGST % | SGST % | IGST % | Rate | Amount |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Crompton 48" (1200mm) Sweep Brown Ceiling Fan Model Seawind | 84145120 | 8.00 | No's | 9.00 | 9.00 | 0.00 | 1250.00 | 10000.00 |
| ***** | *In case of any complaint, please call customer care toll free no 1800 419 0505 or email consumer.support@crompton.co.in* | | | | | | | | |

INWARD
Inward No: 245 Dt: 25/11/21
MRN No: 99632 Dt: 25/11/21
Received By: R.sadi Sign:
Serene Construction (Hyd) LLP

Total Invoice Amount in Words:
Rupees: Eleven Thousand Eight Hundred Only.

Elegant Enterprises Secunderabad

| | | |
|---|---|---|
| Total Amount Before Tax: | | 10,000.00 |
| Add : CGST | : | 900.00 |
| Add : SGST | : | 900.00 |
| Add : IGST | : | 0.00 |
| R/o + Transportation | : | 0.00 |
| Total Amount | : | Rs. 11,800.00 |

Our Bank Details:

| | |
|---|---|
| Name of the Bank : HDFC Bank | Account No. : 50200009719725 |
| Branch Address : Paradise, S.D. Road, Sec-Bad-3 | IFS Code : HDFC0000042 |

Receiver's Seal and Signature with Name & Mobile Number

Terms and Conditions :
1. Goods once sold will not be taken back of exchanged
2. Interest at 24% P. A. will be charged affter ....... Days.
3. Our risk & responsibility cease on the delivery of goods.
4. All disputes are subject to Secunderabad Jurisdiction
5. We declare that this invoice shows the actual price of the goods described and that all particulars are true & correct.

for Elegant Enterprises
Authorised Signatory

E & O. E

** Guarantee & Warranty Voids if Proper Earth Connection is not given to LED Light Fixtures.
**No Guarantee & Warranty on Breakages & Burnout.

Material Duly Checked By and Delivered to: Mr.
Eway Bill No. Not Applicable Dated: Not Applicable



Head Office : Block - A ' 413 ' Shanti Bagh Apartments, -/-3-A3, Begumpet, Hyderabad - 5000016

SUMMIT ... LLP R.R. DIST.
INWARD No: 88349
Date: 15/12
Sign:

# Purchase Order

82011
25.10.21 1:31:04

 25-10-2021 2:21:30 PM

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

| **Supplier Details** | | | |
|---|---|---|---|
| Elegant Enterprises<br>5-4-187/7/3,Karbala Maidan, M.G.Road, Secunderbad-500003. | **Doc No** | 82011 | 150597 |
| | **Doc Date** | 25-10-2021 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AJBPK0412E1ZY | **Quote Date** | 22-10-2021 | |
| 66385358 9985113450/9885073880 | **SupplyType** | Supply | |

**Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 4525 - Electrical - other - Ceiling fan - other - nos<br>*1200mm-brown* | 8.00 | 1,250.00 | 0.00 | 18.00 | 11,800.00 |
| | | | | | **Total Order Value . . .** | **11,800.00** |

Rupees : Eleven Thousand Eight Hundred Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | All items shall be of 'CG' brand, Seawind model |
| **Payment Terms** | After Delivery & Production of bill. |
| **Tax** | All taxes included in above price. |
| **Delivery Date** | Next day. |
| **Delivery Location** | Serene Farms<br>Sy no-44, Yenkepally Village, Chevella Mandal,RR.Dist-501 503<br>Phone. .. |
| **Penality For Delay** | Nil |
| **Transportation** | Transport cost shall be borne by us. |
| **Warranty** | Nil |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right items not confirming to qlty & specs. Above order for above material is required for villa 06, 21 purpose. |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

For *Serene Constructions LLP*

Authorised Signatory

Name : 26/10/2021

Accepted the above Terms And Conditions

For ***Elegant Enterprises***

Name : ______________________

Date : __/__/____

1367

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | serene constuctions llp | Date: | 22-10-2021 |
| Site & Phase : | serene farms | Time: | 12:00 |
| Supplier | | Req. No. | 150597 |
| Material required before date: | asap | ID No. | 70557 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | **Ceiling fans(brown colour)** | std | 08 | nos | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

82011.

Remarks:The above material is required for villa-06,21

| | | | |
|---|---|---|---|
| Prepared By | G.Siva prasad | Approved by | |
| Sign.& Date | 22-10-2021 | Sign. & Date | APPROVED 22 OCT 2021 P. PRABHAKAR Sr. MANAGER PURCHASE |

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