8

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	8/4/22	Prepared by	Manoj	Serial no.	2937
Supplier name	S. R. Lights			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	23/3/22	PO/WO No.	86673	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3445	6/4/22	23,895/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	23,895/-

Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	105873	Proof of delivery matches MRN	☑ 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:	23,895/-
Amount E – PO / WO value:	23,895/-
Amount F – Difference (A – E):	–
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment – due date	11/4/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manish	Prabhakar			
Sign:	Manoj	[signature]			
Date	8/4/22	09 APR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
09 APR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

Retail INVOICE / CASH MEMO / BILL **ORIGINAL**

GST : 36AHMPR9714P1ZB

S. R. LIGHTS

846/4-3-2, R.P. ROAD, SECUNDERABAD - 3.
Ph : 040-8886663135, e-mail : srlights@gmail.com

S. No. 3445

Date : 06 04 2022

Purchaser R.C. No. / GST No. 36ACOFS2044C1Z7

M.S. Summit Sales LLP (86673 169595)

RR/GR No.............Date.............Goods through...........Freight...........Weight..........

S. No.	PARTICULARS	HSN Code	QTY.	RATE	AMOUNT Rs.	Ps.
1	Hall-Hanging Type.6	9405	20	675	13500-	00
2	Hall Hanging Type.7	9405	10	675	6750-	00

SUMMIT SALES LLP R.R. DIST. INWARD No: 93095 Date: 8/4 Sign:

INWARD
Inward No: 17997 Dt: 8/4/22
MRN No: 105873 Dt: 8/4/22
Received By Sign:
SUMMIT SALES LLP

Rupees in words : Twenty three thousand Eight hundred Ninety five

Total	20250-	00
CGST 9 %	1822-	50
SGST 9 %	1822-	50
IGST %		
Grand Total	23895-	00

Bank Details
YES BANK
A/c No. 041361900000335
IFS Code : YESB0000413 - Secunderabad Branch

Sale Against Central From C / D / H / F

1. Goods once sold will not be taken back.
2. After despatch we are not responsible goods
3. Subject to T.S. Jurisdiction only.
4. Interest will be charged 24% if the payment will not made within 30 days

S.R. LIGHTS 4-3-2, R.P. ROAD, SECUNDERABAD-3, TELANGANA

For S.R. Lights

Purchase Order

86673
16.03.22 2:13:34

 23-03-2022 3:39:47 PM

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
S.R.Lights	**Doc No**	86673	169595
846/4-3-2, RP Road, Secunderbad-3	**Doc Date**	23-03-2022	
	Quote No	NIL	
GSTIN 36AHMPR9714P1ZB	**Quote Date**	21-03-2022	
64594769 900008544/9246370769	**SupplyType**	Supply	

Kind Attn : Mr.Seva Ram

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4745 - Electrical - other - Wall Hanging Light - NA - nos *TYPE-6*	20.00	675.00	0.00	18.00	15,930.00
2	4745 - Electrical - other - Wall Hanging Light - NA - nos *TYPE-7*	10.00	675.00	0.00	18.00	7,965.00
					Total Order Value . . .	**23,895.00**

Rupees : Twenty Three Thousand Eight Hundred Ninty Five 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	Within 7 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
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 Stock purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + Copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by emai

For *Summit Sales LLP*
Authorised Signatory

Name : 25/03/2022

Accepted the above Terms And Conditions
For *S.R.Lights*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	21.03.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169595
Material required before date:		ID No.	74894

No	Description	Size	Quantity	Units	Inward No	Date
1	Wall light for all rooms	Type-6	20	Nos		
2	Wall light for all rooms	Type-7	10	Nos	86673	
3	MCB	6amps	96	Nos		
4	Isolater	40amps	24	Nos	~~86675~~	
5	Distribution box	6way	10	Nos	86676.	

Remarks: For Stock repleneshing purpose.

Prepared By	Vanajakshi	Approved by	
Sign.& Date	21.03..2022	Sign. & Date	

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

APPROVED BY
22 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

APPROVED BY
2 1 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

670