PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 26/04/2022 | Prepared by | MINISH. | Serial no. | 3469 |
| Supplier name | Reflection's Electrical's Pvt. Ltd. | | | HO inward no. | |
| Firm/Company | SSLLP. | Project | SHLLP. | HO received date | |
| PO/WO date | 21/04/2022 | PO/WO No. | 87595. | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 299. | 25/04/2022 | 23,251/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A Bills total (Excluding Transport & Hamali Charges): | 23,251/- |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |

| | | | |
|---|---|---|---|
| MRN nos.: | 106471 | 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: | 23,251/- |
| Amount E – PO / WO value: | 23,251/- |
| 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 | 02/05/2022 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | | APPROVED | | | |
| Sign: | | 26 APR 2022 | | | |
| Date | | MINISH PARIKH MANAGER PROCUREMENT | | | |
| Approval limit | Upto 20k | Above 20k | Above 100k | Upto 20k | Above 20k |

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.

# TAX INVOICE

Sales Invoice

**Reflections Electricals Pvt Ltd.**
5-4-187/7, M G Road & R P Road Junction
Ranigunj, Secunderabad 500003 T.S
Phone: 04027543785, 9705577776
GSTIN/UIN: 36AADCR2047Q1ZZ
State Name : Telangana, Code : 36
E-Mail : reflections_hyderabad@yahoo.com

| | |
|---|---|
| Invoice No. **299** | Dated **25-Apr-2022** |
| Delivery Note **071** | Mode/Terms of Payment **Against Delivery** |
| Reference No. & Date. **299 dt. 25-Apr-2022** | Other References |
| Buyer's Order No. **87595/169706** | Dated **21-Apr-2022** |
| Dispatch Doc No. | Delivery Note Date **25-Apr-2022** |
| Dispatched through **Your Self** | Destination **Cherlapally** |
| Terms of Delivery | |

Consignee (Ship to)
**Summit Sales LLP**
5-4-187/3&4, II Floor, M G Road, Secunderabad 500 003
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Buyer (Bill to)
**Summit Sales LLP**
5-4-187/3&4, II Floor, M G Road, Secunderabad 500 003
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36
Place of Supply : Telangana

| Sl No. | Description of Goods | HSN/SAC | GST Rate | Quantity | Rate | per | Amount |
|---|---|---|---|---|---|---|---|
| 1 | **LED Batten 20W 6500K D532065** | 940511 | 12 % | **60.0000 nos** | 206.00 | nos | **12,360.00** |
| 2 | **LED Batten Trim Neo 10W 6500K LL20 -111-XXX-65NE3** | 940511 | 12 % | **40 No's** | 200.00 | No's | **8,000.00** |
| 3 | **LED Bulb 7W B22 6500K N70001** | 853950 | 12 % | **5.0000 nos** | 80.00 | nos | **400.00** |
| | | | | | | | 20,760.00 |
| | ***OUTPUT CGST*** | | | | | | **1,245.60** |
| | ***OUTPUT SGST*** | | | | | | **1,245.60** |
| | *Less :* ***Rounding Off*** | | | | | | **(-)0.20** |
| | Total | | | | | | **₹ 23,251.00** |

INWARD
Inward No: 18060 Dt: 25/4/22
MRN No: 106421 Dt: 26/4/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST
IN WARD No: 93715
Date: 26/4
Sign:

Amount Chargeable (in words)

*E. & O.E*

**INR Twenty Three Thousand Two Hundred Fifty One Only**

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| 940511 | 20,360.00 | 6% | 1,221.60 | 6% | 1,221.60 | 2,443.20 |
| 853950 | 400.00 | 6% | 24.00 | 6% | 24.00 | 48.00 |
| **Total** | **20,760.00** | | **1,245.60** | | **1,245.60** | **2,491.20** |

Tax Amount (in words) : **INR Two Thousand Four Hundred Ninety One and Twenty paise Only**

Date & Time :

Company's Bank Details
A/c Holder's Name : **Reflections Electricals Pvt Ltd.**
Bank Name : **State Bank of India**
A/c No. : **30033772668**
Branch & IFS Code : **M G Rod, Secunderabad & SBIN0003032**

Company's PAN : **AADCR2047Q**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

**for Reflections Electricals Pvt Ltd.**

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

# Purchase Order

 24-04-2022 2:14:55 PM

87595
20.04.22 3:07:37

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

| **Supplier Details** | | | |
|---|---|---|---|
| Reflections Electricals Pvt. Ltd., | **Doc No** | 87595 | 169706 |
| 5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003 | **Doc Date** | 21-04-2022 | |
| | **Quote No** | NIL | |
| **GSTIN** 36AADCR2047Q1ZZ 27540307 | **Quote Date** | 19-04-2022 | |
| 27543785.. 9849875767 | **SupplyType** | Supply | |

**Kind Attn : MR.Shakib khan**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 4663 - Electrical - other - Tubelight fitting - 4ft - nos | 60.00 | 206.00 | 0.00 | 12.00 | 13,843.20 |
| 2 | 4662 - Electrical - other - Tubelight fitting - 2ft - nos | 40.00 | 200.00 | 0.00 | 12.00 | 8,960.00 |
| 3 | 4746 - Electrical - other - LED Lights - NA - nos<br>*N70001 Day light-LED Bulb* | 5.00 | 80.00 | 0.00 | 12.00 | 448.00 |
| | | | | | **Total Order Value . . .** | **23,251.20** |

Rupees : Twenty Three Thousand Two Hundred Fifty One and Paise Twenty Only.

## Terms and Conditions :-

| | |
|---|---|
| **Specification /** | All items shall be of 'Wipro' brand. |
| **Payment Terms** | Within 7 days of delivery. |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | Within 3days |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality For Delay** | Nil |
| **Transportation** | Transport cost shall be borne by us. |
| **Warranty** | 5 yrs |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for Stock replenishing 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 email |

For ***Summit Sales LLP***

Authorised Signatory

Name : ______________

Name : ______________

Accepted the above Terms And Conditions

For ***Reflections Electricals Pvt. Ltd.,***

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SUMMIT SALES LLP | Date: | 19.04.2022 |
| Site & Phase : | SHLLP | Time: | 10:57 |
| Supplier | | Req.No. | ~~169676~~ 169706 |
| Material required before date: | | ID No. | 75792 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1. | Surface mounted tube light D531065 | 2' | 40 | Nos | | |
| 2. | Surface mounted tube light D532065 | 4' | 60 | Nos | | |
| 3. | LED Bulb,N70001 day light | 7watt | 5 | Nos | 87595 | |
| 4. | MCB | 16Amps | 96 | Nos | | |
| 5. | MCB | 6Amps | 144 | Nos | | |
| 6. | Isolater | 40Amps | 48 | Nos | | |
| 7. | Module plate | 8 | 190 | Nos | | |
| 8. | Module plate | 4 | 10 | Nos | | |
| 9. | Module plate | 2 | 120 | Nos | | |
| 10. | Switch | 16Amps | 100 | Nos | | |
| 11. | Socket | 16Amps | 100 | Nos | | |
| 12. | Fan dimmer | | 90 | Nos | | |
| 13. | CC TV camera | | 10 | Nos | | |

87644

Remarks: For Stock repleneshing purpose.

APPROVED BY
20 APR 2022
SOHAM MODI
MANAGING DIRECTOR

| | | | |
|---|---|---|---|
| Prepared By | Vanajakshi | Approved by | |
| Sign.& Date | 19.04.2022 | Sign. & Date | |

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