

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/05/2022	Prepared by	MUNISH	Serial no.	3935
Supplier name	S.R. Lights	Project	SHLLP	HO inward no.	
Firm/Company	SHLLP	PO/WO No.	87284	HO received date	
PO/WO date	11/04/2022	Bill no.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3527	09/05/2022	31,860/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 31,860/-

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

MRN nos.: 107058

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: 31,860/-

Amount E – PO / WO value: 31,860/-

Amount F – Difference (A – E): NIL

Quantity received as per PO / WO ☒ Yes ☐ Excess received ☐ Short received ☐ Part received

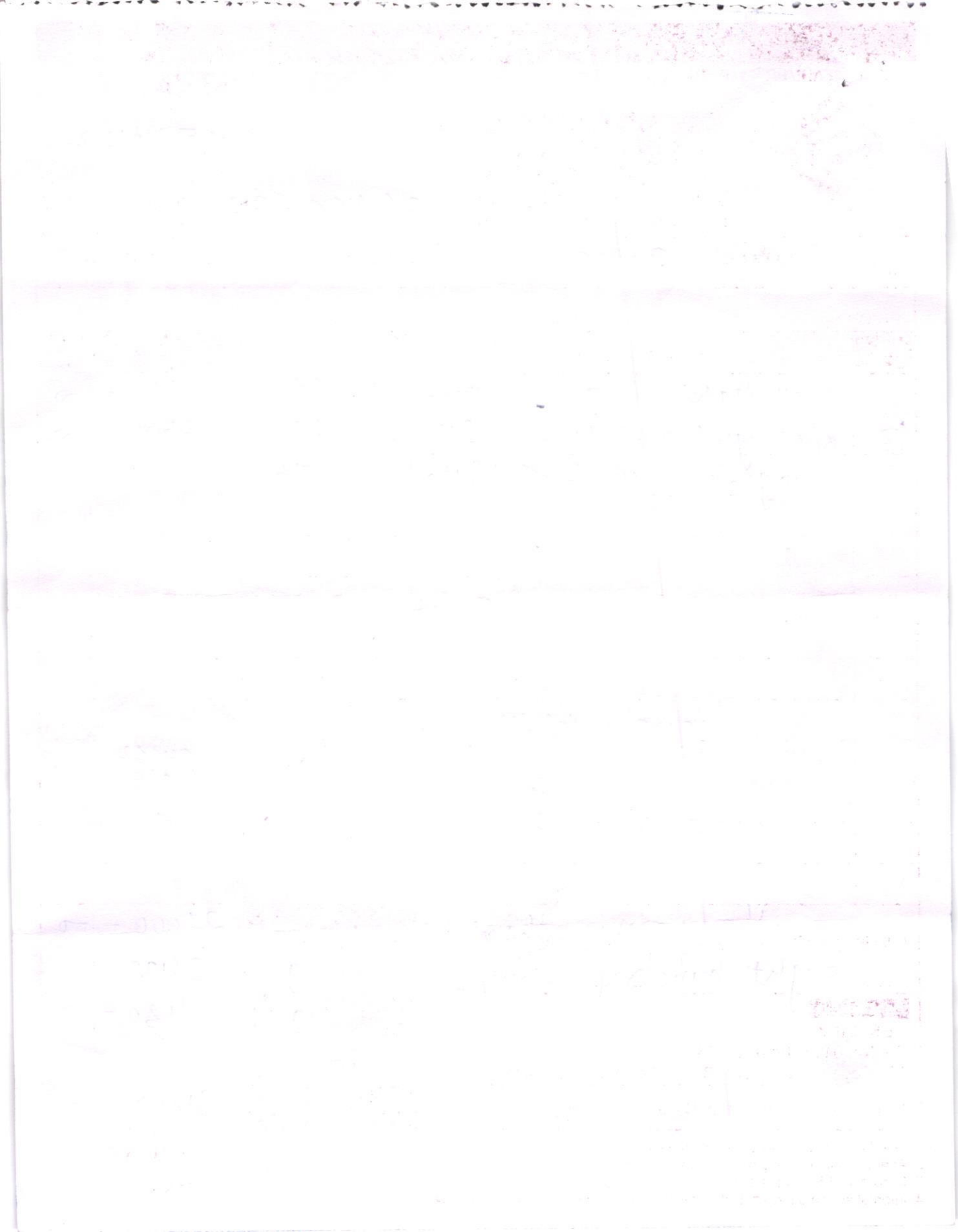
Close PO / WO ☒ Yes ☐ No – wait for balance material ☐ Other

Payment – due date 16/05/2022

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
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 weightment 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.



Purchase Order

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12-04-2022 10:23:10 AM

From Company : **Summit Sales LLP**

5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.

G S T No. : 36ACQFS2044C1Z7



87284

04.04.22 1:33:43

Supplier Details

S.R.Lights

846/4-3-2, RP Road, Secunderabad-3

GSTIN 36AHMPR9714P1ZB

64594769

900008544/9246370769

Doc No

87284

169674

Doc Date

11-04-2022

Quote No

NIL

Quote Date

06-04-2022

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-7	10.00	675.00	0.00	18.00	7,965.00
2 4745 - Electrical - other - Wall Hanging Light - NA - nos Type-12	20.00	675.00	0.00	18.00	15,930.00
3 4745 - Electrical - other - Wall Hanging Light - NA - nos Type-13	10.00	675.00	0.00	18.00	7,965.00
Total Order Value . . .					31,860.00

Rupees : Thirty One Thousand Eight Hundred Sixty 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**Penalty 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 emailFor **Summit Sales LLP**

Authorised Signatory

Name :

12/04/2022

Accepted the above Terms And Conditions

For **S.R.Lights**

Name :

Date : _/_/_

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	06.04.2022			
Site & Phase :	SHLLP	Time:	10:57			
Supplier		Req.No.	169674			
Material required before date:		ID No.	75434			
No	Description	Size	Quantity	Units	Inward No	Date
1	Wall light for all rooms	Type-7	10	Nos		
2	Night stand,side table lamp with shade	Type-12	20	Nos		
3	Wall light for above washbasin	Type-13	10	Nos		
Remarks: For Stock replenishing purpose.						
Prepared By	Vanajakshi	Approved by	✓			
Sign.& Date	06.04..2022	Sign. & Date				



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

87284