PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/05/2022	Prepared by	MINISH.	Serial no.	3932
Supplier name	S. R. Lights.			HO inward no.	
Firm/Company	SJLLP	Project	SHLLP.	HO received date	
PO/WO date	17/03/2022	PO/WO No.	86495	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3398	22/03/2022	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.:	105385.	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:		APPROVED			
Sign:		12 MAY 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.

Retail INVOICE / CASH MEMO / BILL

ORIGINAL

GST : 36AHMPR9714P1ZB

PO - 86495

S.R. LIGHTS

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

S. No. 3398

Date : 22 03 2022

Purchaser R.C. No. / GST No. 36ACQFS2044C2Z7

M.S. Summit Sales LLP MG Road (169564)

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

S. No.	PARTICULARS	HSN Code	QTY.	RATE	AMOUNT Rs.	Ps.
1	Wall Light TYPE - 7	9405	30	675	20250	- 00
2	Wall Light TYPE 3	9405	10	675	6720	- 00

Received on 10/5/22

INWARD
Inward No: 17938 Dt: 25/3/22
MRN No: 105385 Dt: 26/3/22
Received By: Sign:
SUMMIT SALES LLP

INWARD
Inward No: 18127 Dt: 10/5/22
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

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

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 94363
Date: 12/5
Sign:

9246364748

Total	26970 - 00
CGST 9 %	2427 - 00
SGST 9 %	2427 - 00
IGST %	
Grand Total	31860 - 00

Rupees in words : thirty one thousand Eight hundred twenty four

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

Sale Against Central From C / D / H / F

For S.R. Lights

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

Purchase Order

 17-03-2022 1:58:54 PM

86495
28.02.22 2:52:30

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 846/4-3-2, RP Road, Secunderbad-3	**Doc No**	86495	169564
	Doc Date	17-03-2022	
	Quote No	NIL	
GSTIN 36AHMPR9714P1ZB	**Quote Date**	14-03-2022	
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-7*	30.00	675.00	0.00	18.00	23,895.00
2	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
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	

For MDs APPROVAL
- ☐ High Value/quantity beyond limits.
- ☑ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification
- ☐ Replenishing SSLLP stock
- ☐ Other

APPROVED BY
17 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*
Authorised Signatory
Name : ____________

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

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	14.03.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169564
Material required before date:		ID No.	74706

No	Description	Size	Quantity	Units	Inward No	Date
1	Wall light for all rooms	Type-7	30	Nos		
2	Wall light for above washbasin	Type-13	10	Nos		

Remarks: For Stock Replenish purpose

Prepared By	Vanajakshi	Approved by	APPROVED BY
Sign.& Date	14.03..2022	Sign. & Date	16 MAR 2022 SOHAM MODI MANAGING DIRECTOR

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

86495

675

675

Purchase Order

 17-03-2022 1:58:54 PM

Original / Office Copy / Purchase Div.Copy

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

GSTIN 36AHMPR9714P1ZB
64594769 900008544/9246370769

Doc No	86495	169564
Doc Date	17-03-2022	
Quote No	NIL	
Quote Date	14-03-2022	
SupplyType	Supply	

Kind Attn : Mr.Seva Ram

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Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : ______________________

Accepted the above Terms And Conditions

For ***S.R.Lights***

Name : ______________________

Date : __/__/____