

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 03/06/2022		Prepared by: MINISH.		Serial no. 4772																															
Supplier name: Sri Anbe Electricals.				HO inward no.																															
Firm/Company: S S L P		Project: S H L P.		HO received date																															
PO/WO date: 13/05/2022		PO/WO No. 88238		Scan ID.																															
Sl no.	Bill no.	Bill date	Bill amount	Original attached																															
1.	256.	25/05/2022	5,906/-	☒ Yes ☐ No																															
2.				☐ Yes ☐ No																															
3.				☐ Yes ☐ No																															
4.				☐ Yes ☐ No																															
Amount A – Bills total (Excluding Transport & Hamali Charges):				5,906/-																															
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report																																			
MRN nos.: 107769.		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:				5,906/-																															
Amount E – PO / WO value:				5,906/-																															
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		13/06/2022																																	
Remarks:																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>M D</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Name:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sign:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Approval limit</td> <td>Upto 20k</td> <td>Above 20k</td> <td>Above 100k</td> <td>Upto 20k</td> <td>Above 20k</td> </tr> </table>						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
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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 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

(ORIGINAL FOR RECIPIENT)

Sri Ambe Electricals 5-2-32 to 34/b, Plot No.97 Sri Sai's Oxford Terrace, R.P Road, Opp Gujarati High School, Secunderabad. GSTIN/UIN: 36AAZPL0425H1ZH State Name : Telangana, Code : 36 E-Mail : sriambeelectricals@gmail.com		Invoice No. 256/22-23	Dated 25-May-2022
		Delivery Note	Mode/Terms of Payment
		Supplier's Ref.	Other Reference(s)
Consignee SUMMIT SALES LLP 5-4-187/3&4, II ND FLOOR, M G ROAD, SECUNDERABAD GSTIN/UIN : 36ACQFS2044C1Z7 PAN/IT No : State Name : Telangana, Code : 36		Buyer's Order No. 88238/169775	Dated 25-May-2022
		Despatch Document No.	Delivery Note Date
		Despatched through	Destination
Buyer (if other than consignee) SUMMIT SALES LLP 5-4-187/3&4, II ND FLOOR, M G ROAD, SECUNDERABAD GSTIN/UIN : 36ACQFS2044C1Z7 PAN/IT No : State Name : Telangana, Code : 36		Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	CPW10610 SWITCHS	85366910	100 nos	50.05	nos		5,005.00
	CGST						450.45
	SGST						450.45
	Total		100 nos				Rs. 5,905.90

Amount Chargeable (in words)

E. & O.E

INR Five Thousand Nine Hundred Five and Ninety paise Only

	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
	5,005.00	9%	450.45	9%	450.45	900.90
Total:	5,005.00		450.45		450.45	900.90

Amount (in words) : INR Nine Hundred and Ninety paise Only

Company's PAN : AAZPL04H1

Declaration

- (1) Goods once sold will be not returned.
 (2) Subject to Secunderabad jurisdiction

Customer's Seal and Signature

Company's Bank Details

Bank Name : Yes Bank Ltd
 A/c No. : 009786900000484
 Branch & IFS Code : BEGUMPET & YESB0000097

for Sri Ambe Electricals

Authorised Signatory

This is a Computer Generated Invoice

INWARD	
Inward No: 18188	Dt: 24/5/22
MRN No: 107769	Dt:
Received By:	Sign:
SUMMIT SALES LLP	



Purchase Order

Page(s) 1 Of 1

17-05-2022 12:10:34 PM



88238

27.04.22 12:24:13

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

Supplier Details			
Sri Ambe Electricals Plot no-97, Sri Sai Oxford Terrace R.P.Road, Secunderabad-500003 GSTIN 36 7702963535	7702963535	Doc No	88238 169775
		Doc Date	13-05-2022
		Quote No	NIL
		Quote Date	09-05-2022
		SupplyType	Supply

Kind Attn : Hari Prasad/ Subba Reddy

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4681 - Electrical - switches - Switch - 6Amps - nos ABB Switches	100.00	143.00	65.00	18.00	5,905.90
Total Order Value . . .					5,905.90

Rupees : Five Thousand Nine Hundred Five and Paise Ninty Only.

Terms and Conditions :-

Specification /	All items shall be of 'ABB' brand, Classiq series.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
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	10 years warranty.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Payment as per actual receipt of material. Above order for Stock replenishing purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Sri Ambe Electricals**

Name : _____

Date : ____/____/____

Requisition Form

Company Name

S. RATHI & SONS

Date

10/5/2022

Site & Place

S.H.L.P.

Time

10:00

Supply

Req No.

67

Material required (Date):

10/5/22

76369

	Description	Size	Quantity	Units	Rate
1	Isolator	40 Amp	2	Nos	
2	Module plate	8	25	Nos	
3	Module plate	6	10	Nos	
4	Module plate	6	6	Nos	
5	Socket	6 Amps	20	Nos	
	Blank plate		50	Nos	
	ABE Switches	6 Amps	100	Nos	
8	Surface mounted tube light, night	2'	40	Nos	
9	Surface mounted tube light, day light	4'	40	Nos	

88238

88239

Remarks: For comprehensive purpose.

Authorized

Approved by

Prepared by

10/5/22

Sign. of Recd.

Sign. & Date



Note: On receipt of material at site, write down in number and name in 1st 2 columns

Material = 100% of material

