

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 11/06/2022		Prepared by: MINISH.		Serial no. 5095	
Supplier name: Reflections Electricals Pvt Ltd.		HO inward no.			
Firm/Company: SCLCP.		Project: SCLCP.		HO received date	
PO/WO date: 01/06/2022		PO/WO No. 88848		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	936	09/06/2022	20,284/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 20,284/-

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

MRN nos.: 108331	Proof of delivery matches MRN	☒ Yes ☐ No
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Amount B – Other Credits : Transportation charges

Amount C – Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier: 20,284/-

Amount E – PO / WO value: 20,284/-

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: 20/06/2022

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 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.

Sales Invoice

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

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

Terms of Delivery

Cherlapally

Less :

OUTPUT CGST
OUTPUT SGST
Rounding Off

INWARD	
Inward No: 18268	Di: 9/6/22
MRN No: 108331	Di: 10/6/22
Received By:	Sign: 
SUMMIT SALES LLP	

Total

948.0000 nos

₹ 20,284.00

E. & O.E

INR Twenty Thousand Two Hundred Eighty Four Only

Total

for Reflections Electricals Pvt Ltd.

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

Page(s) 1 Of 1

02-06-2022 11:06:45 AM



88848

20.05.22 3:37:23

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.,
5-4-187/6, P.M. Modi Complex Ist Floor, M.G. Road, Sec-Bad -500 003

GSTIN 36AADCR2047Q1ZZ

27540307

27543785..

9849875767

Doc No	88848	169843
Doc Date	01-06-2022	
Quote No	NIL	
Quote Date	30-05-2022	
SupplyType	Supply	

Kind Attn : MR.Shakib khan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4596 - Electrical - other - MCB - 16Amps - nos	48.00	105.00	0.00	18.00	5,947.20
2 4789 - Electrical - other - Modular switch Blank plates - NA - nos	900.00	45.00	70.00	18.00	14,337.00
Total Order Value . . .					20,284.20

Rupees : Twenty Thousand Two Hundred Eighty Four 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 Cherlapally, Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penalty 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

Accepted the above Terms And Conditions

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

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		SSLLP		Date:		30.05.2022	
Site & Phase :		SHLLP		Time:		10:57	
Supplier				Req.No.		169843	
Material required before date:			ID No.			76932	
No	Description	Size	Quantity	Units	Inward No	Date	
1.	MCB	16Amps	48	Nos	88848		
2.	Blank Plate		900	Nos			
3.	Distribution Box	4Way	20	Nos			
4.	Distribution Box	6Way	10	Nos	88851		
5.	MI-CC Camera		10	Nos			
Remarks: For stock replenishig purpose.							
Prepared By		Ramya		Approved by			
Sign.& Date		30.05.2022		Sign. & Date			

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