PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/06/2022	Prepared by	MINISH	Serial no.	5161
Supplier name	S.R. Lights.			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	09/06/2022	PO/WO No.	89096.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3603.	11/06/2022	31,270/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	31,270/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 108425	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:	31,270/-
Amount E – PO / WO value:	31,270/-
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

APPROVED
14 JUN 2022
MINISH PARIKH
MANAGER PROCUREMENT

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

S.R. LIGHTS

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

S. No. 3603

Date : 11/06/2022

Purchaser R.C. No. / GST No. 36ACOFS2044C1Z7

M.S. SUMMIT Sales LLP (89096 169872)

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

S. No.	PARTICULARS	HSN Code	QTY.	RATE	AMOUNT Rs.	Ps.
①	Gate Lamp	9405	20	650	13000	00
②	Hall hanging Light	9405	20	675	13500	00

INWARD
Inward No: 18288 Dt: 11/6/22
MRN No: 108425 Dt: 13/6/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 95493
Date: 13/6/22
Sign:
R.R. DIST.

9246364748

Rupees in words : Thirty one Thousand Two hundred Seventy only

Total		26500-00
CGST	9 %	2385-00
SGST	9 %	2385-00
IGST	%	
Grand Total		31270-00

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

S.R. LIGHTS
846, 4-3-2, R.P. ROAD,
SECUNDERABAD-500 003.

Sale Against Central From C / D / H / F

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

For S.R. Lights

Purchase Order

 10-06-2022 11:38:03 AM

89096
07.06.22 12:13:53

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**	89096	169872
	Doc Date	09-06-2022	
	Quote No	NIL	
	Quote Date	09-06-2022	
	SupplyType	Supply	

Kind Attn : Mr.Seva Ram

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4581 - Electrical - other - Gate lamp - NA - nos	20.00	650.00	0.00	18.00	15,340.00
2	4745 - Electrical - other - Wall Hanging Light - NA - nos *Type- 3*	20.00	675.00	0.00	18.00	15,930.00
				Total Order Value . . .		**31,270.00**

Rupees : Thirty One Thousand Two Hundred Seventy 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 ***Summit Sales LLP***

Authorised Signatory

Name : 11/06/2022

Accepted the above Terms And Conditions

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

Name : _____

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	06.06.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169872
Material required before date:		ID No.	7744

No	Description	Size	Quantity	Units	Inward No	Date
1.	Gate light	Square	20	Nos	84096	
2.	Light above main door	Type-3	20	Nos		

Prepared By	Vanajakshi	Approved by	APPROVED BY 08 JUN 2022 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	06.06.2022	Sign. & Date	

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