PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	30/7/22	Prepared by	Deepa	Serial no.	6670
Supplier name	S.R. Lights			HO inward no.	
Firm/Company	SSLLP	Project	SSLLP	HO received date	
PO/WO date	12/7/22	PO/WO No.	89964	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3716	19/7/22	15,340	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	15,340/–
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	109896	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:	15,340/–
Amount E – PO / WO value:	15,340/–
Amount F – Difference (A – E):	–
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	8/8/22
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Deepa				
Sign:	[signature]				
Date	30/7/22				
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

S.R. LIGHTS

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

S. No. 3716

Date : 19/07/2022

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

M.S. Summit Sales LLP PO - 89964 M.U Raad (169967)

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

SUMMIT SALES LLP R.R. DIST. INWARD No: 46994 Date: 25/7 Sign:

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

INWARD
Inward No: 18463 Dt: 25/7/22
MRN No: 109896 Dt: 25/7/22
Received By: Sign:
SUMMIT SALES LLP

Rupees in words : fifteen thousand three hundred fourty only

Total	13000 -	00
CGST 9 %	1170 -	00
SGST 9 %	1170 -	00
IGST %		
Grand Total	15340 -	00

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

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

 14-07-2022 2:18:33 PM

89964
29.06.22 2:19:00

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**	89964	169967
	Doc Date	12-07-2022	
	Quote No	NIL	
GSTIN 36AHMPR9714P1ZB	**Quote Date**	06-07-2022	
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	4581 - Electrical - other - Gate lamp - NA - nos	20.00	650.00	0.00	18.00	15,340.00
					Total Order Value . . .	**15,340.00**

Rupees : Fifteen Thousand Three Hundred Fourty 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 : __________

Accepted the above Terms And Conditions

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

Name : __________

Date : __/__/____

Requisition Form							
Company Name:	SSLLP	Date:	06.07.2022				
Site & Phase :	SHLLP	Time:	12:00				
Supplier:		Req. No.	169967				
Material required before date:	10.07.2022	ID No.	77860				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	ELLE2611-Electrical -LED Flood Light -6500K-Wipro-D913065-30W-Nos.	12	0	12			
2	ELLE4566-Electrical -LED Street Light -5700K-Wipro-LR06-501-XXX-57-XX-35W-Nos.	5	0	5			
3	ELGL4272-Electrical -Gate Light-Type-1 (Square)---Nos. 89964	20	76	20			
4	ELSW4199-Electrical-MCB---16 amps-Nos.	96	87	96			
5	ELSW5620-Electrical-ACCL- Automatic-2 Pole -L&T -30/10 amps-Nos. 89965	10	10	10			
6	ELSW6992-Electrical-Module Plate--Wipro NW-8 Module-Nos.	50	329	50			
7	ELSW3874-Electrical-Module Plate--Wipro NW-6 Module-Nos. 89962	120	1572	120			
8	ELSW1008-Electrical-Module Plate--Wipro NW-2 Module-Nos.	90	424	90			
9	ELSW6868-Electrical-Switch--Wipro NW-6amps-Nos.	600	2490	600			
10	ELSW8500-Electrical-Socket--Wipro NW-6amps-Nos.	300	1381	300			
Remarks:	For Stock Repleneshing Purpose.						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	N.Vanajakshi						
Approved By:	Minish						
Sign & Date:	06.07.2022						

APPROVED BY
13 JUL 2022
SOHAM MODI
MANAGING DIRECTOR