PURCHASE DIVISION

Advice for approval for credit to supplier

E

Date:	03/08/22	Prepared by	Ramya	Serial no.	6846
Supplier name	Reflections Electricals Pvt Ltd			HO inward no.	
Firm/Company	SOWA	Project	SOV-iii	HO received date	
PO/WO date	26/07/22	PO/WO No.	90401	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1638	30/07/22	12,744	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	12,744
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 110124	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:	12,744/-
Amount E – PO / WO value:	12,744/-
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	08/08/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:	R				
Date	03/08/22				
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.

TAX INVOICE

Sales Invoice

Reflections Electricals Pvt Ltd. 5-4-187/7, M G Road & R P Road Junction Ranigunj, Secunderabad 500003 T.S Phone: 04027543785, 9705577776 GSTIN/UIN: 36AADCR2047Q1ZZ State Name : Telangana, Code : 36 E-Mail : reflections_hyderabad@yahoo.com	Invoice No. **1638**	Dated **30-Jul-2022**
	Delivery Note **349**	Mode/Terms of Payment **Against Delivery**
	Reference No. & Date. **1638 dt. 30-Jul-2022**	Other References
Consignee (Ship to) **Silver Oak Welfare Association** 5-4-187/3 & 4, II Floor, M G Road, Secunderabad 500 003 State Name : Telangana, Code : 36	Buyer's Order No. **90401/191025**	Dated **26-Jul-2022**
	Dispatch Doc No.	Delivery Note Date **26-Jul-2022**
	Dispatched through **Your Self**	Destination **Silver Oak Villas I & II**
Buyer (Bill to) **Silver Oak Welfare Association** 5-4-187/3 & 4, II Floor, M G Road, Secunderabad 500 003 State Name : Telangana, Code : 36 Place of Supply : Telangana	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	**18W Surface Led Sq Panel D651865**	940511	18 %	12.0000 nos	900.00	nos	**10,800.00**
	OUTPUT CGST						**972.00**
	OUTPUT SGST						**972.00**
	Total			12.0000 nos			**₹ 12,744.00**

INWARD
Inward No: 2494 Dt: 30/7/22
MRN No: 110124 Dt: 30/7/22
Received By: Sign: V
(Silver Oak Villas-Part-III)

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 97340 Date: 2/8 Sign: L

Amount Chargeable (in words) *E. & O.E*

INR Twelve Thousand Seven Hundred Forty Four Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
940511	10,800.00	9%	972.00	9%	972.00	1,944.00
Total	**10,800.00**		**972.00**		**972.00**	**1,944.00**

Tax Amount (in words) : **INR One Thousand Nine Hundred Forty Four Only**

Date & Time :

Company's Bank Details
A/c Holder's Name : **Reflections Electricals Pvt Ltd.**
Bank Name : **State Bank of India**
A/c No. : **30033772668**
Branch & IFS Code : **M G Rod, Secunderabad & SBIN0003032**

Company's PAN : **AADCR2047Q**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Reflections Electricals Pvt Ltd.

REFLECTIONS ELECTRICALS PVT. LTD. SEC'BAD

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 26-07-2022 4:01:51 PM

90401
14.07.22 12:47:29

From Company : **Silver Oak Welfare Association**

G S T No. : .

Supplier Details			
Reflections Electricals Pvt. Ltd., 5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003	**Doc No**	90401	191025
	Doc Date	26-07-2022	
	Quote No	NIL	
GSTIN 36AADCR2047Q1ZZ 27540307	**Quote Date**	22-07-2022	
27543785.. 9849875767	**SupplyType**	Supply	

Kind Attn : MR.Shakib khan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	982800 - ELLE-Electrical - LED Square Surface Light-6500K-Wipro-D651865 - 12W - Nos	12.00	900.00	0.00	18.00	12,744.00
					Total Order Value . . .	**12,744.00**

Rupees : Twelve Thousand Seven Hundred Fourty Four Only.

Terms and Conditions :-

Specification /	All items shall be of Wipro brand/company
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Working Day.
Delivery Location	Silver Oak Villas I & II . Phone. .
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	2 Years
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for Arch at main gate purpose.
Completion Date	NA
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 ***Silver Oak Welfare Association***

Authorised Signatory

Name : ______________________

Accepted the above Terms And Conditions

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

Name : ______________________

Date : __/__/____

Requisition Form						
Company Name:	SOWA					
Site & Phase :	SOV	Date:	22-07-2022			
Supplier:		Time:	02:00		400	
Material required before date:		Req. No.	191025			
	25-07-2022	ID No.	78297			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	ELLE9828-Electrical-LED Square Surface Light-6500K-Wipro-D651865-12W-Nos	12nos	0	12nos		
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	For Arch at main gate Purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	K.Tulasi Rani					
Approved By:						
Sign & Date:						

90401

APPROVED
21 JUL 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

7826