PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/8/22	Prepared by	Deepa	Serial no.	7679
Supplier name	S.R. Lights			HO inward no.	
Firm/Company	SSLLP	Project	SSLLP	HO received date	
PO/WO date	10/8/22	PO/WO No.	90902	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3771	16/8/22	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.:	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):	—
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	5/9/22
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deepa	Bhaskar			
Sign:	[signature]	APPROVED			
Date	29/8/22	30 AUG 2022			
Approval limit	Upto 20k	Above 20k P. PRABHAKAR GM PURCHASE	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. 3771

Date : 16 08 2022

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

M.S. SUMMIT SALES LLP (90402 190060)

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	WALL LIGHT	9405	20	675	13500 -	00

INWARD
Inward No: 18554 Dt: 17/8/22
MRN No: 110801 Dt: 18/8/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD No. 98320
Date 26/8/22
Sign:

Rupees in words : thirty one thousand two hundred seventy

Total	26500 -	00
CGST 9 %	2385 -	00
SGST 9 %	2385 -	00
IGST %		
Grand Total	31,270 -	00

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

Sale Against Central From C / D / H / F

For S.R. Lights

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

Purchase Order

 13-08-2022 2:48:19 PM

90902
29.07.22 12:09:36

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**	90902	170060
	Doc Date	10-08-2022	
	Quote No	NIL	
GSTIN 36AHMPR9714P1ZB	**Quote Date**	03-08-2022	
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	427200 - ELGL-Electrical - Gate Light-Type-1 (Square)- - - - Nos	20.00	650.00	0.00	18.00	15,340.00
2	198800 - ELEL-Electrical - Light above Main Door-Type -3- - - - Nos	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	All taxes included in above price.
Delivery Date	Next Day.
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	1 Year
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
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 emai

For ***Summit Sales LLP***

Authorised Signatory

Name : 13/08/22

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	3.08.2022			
Site & Phase :	SHLLP	Time:	11:00			
Supplier:		Req. No.	170060			
Material required before date:		ID No.	78630			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	ELSW4199-Electrical-MCB---16 amps-Nos	96	41	96		
2	ELSW3874-Electrical-Module Plate--Wipro NW-6 Module-Nos	240	1163	240		
3	ELSW1008-Electrical-Module Plate--Wipro NW-2 Module-Nos	60	448	60		
4	ELSW6868-Electrical-Switch--Wipro NW-6amps-Nos	1200	1965	1200		
5	ELSW5228-Electrical-Socket--Wipro NW-16amps-Nos 90901.	100	187	100		
6	ELSW8297-Electrical-Switch--Wipro NW-16amps-Nos	100	179	100		
7	ELSW2741-Electrical-Fan Dimmer--Wipro NW--Nos	60	174	60		
8	ELLE6666-Electrical-LED Flood Light -6500K-Wipro-D915065-50W-Nos	8	0	8		
9	ELGL4272-Electrical-Gate Light-Type-1 (Square)---Nos	20	0	20		
10	ELEL1988-Electrical-Light above Main Door-Type -3---Nos 90902	20	0	20		
Remarks:	For stock repleneshing Purpose.					
	Engineer	Project Manager	APPROVED	Purchase		MD
Prepared By:	Vanajakshi		13 AUG 2022			
Approved By:	Prabahkar		MINISH PARIKH			
Sign & Date:						

sign prepared