PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/9/22	Prepared by	kavitha	Serial no.	
Supplier name	S.R. Lights			HO inward no.	
Firm/Company	SSIIP	Project	SHIIP	HO received date	
PO/WO date	10/9/22	PO/WO No.	91765	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3825	12/09/22	23,895/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	23,895/-

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

MRN nos.:	111709	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:	23,895/-
Amount E – PO / WO value:	23,895/-
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	26/9/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha	Prabhakar			
Sign:	16/9/22	APPROVED			
Date		16 SEP 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR
Sr. MANAGER PURCHASE

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. 3825

Date : 12 09 2022

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

M.S. Summit Sales LLP MG Road Sec bad (17016)

RR/GR No.............Date.............Goods through PO/91765 ...Freight.........Weight.........

S. No.	PARTICULARS	HSN Code	QTY.	RATE	AMOUNT Rs.	Ps.
1	Wall Light typ-3	9405	30	675	20250	00

INWARD
Inward No: 18675 Dt: 13/9/22
MRN No: 111709 Dt: 15/9/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 9912 Date: 16/9/22 Sign:

Total	20250	00
CGST 9 %	1822	50
SGST 9 %	1822	50
IGST %		
Grand Total	23895	00

Rupees in words Twenty three thousand eight hundred ninety five only

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.
After despatch we are not responsible goods
Subject to T.S. Jurisdiction only.
Interest will be charged 24% if the payment will not made within 30 days

Purchase Order

 10-09-2022 3:42:10 PM

91765
01.09.22 11:03:14

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	91765	170161
Doc Date	10-09-2022	
Quote No	NIL	
Quote Date	07-09-2022	
SupplyType	Supply	

Kind Attn : Mr.Seva Ram

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	198800 - ELEL-Electrical - Light above Main Door-Type -3- - - - Nos	30.00	675.00	0.00	18.00	23,895.00
	Rupees : Twenty Three Thousand Eight Hundred Ninty Five Only.				**Total Order Value . . .**	**23,895.00**

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.Above order for stock replenishing 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 emai

For *Summit Sales LLP*
Authorised Signatory

Venny 12/09/22

Name : ____________

Name : ____________

Accepted the above Terms And Conditions
For ***S.R.Lights***

Date : __/__/____

Requisition Form							
Company Name:	SSLLP	Date:	07.09.2022				
Site & Phase :	SHLLP	Time:	12:00				
Supplier:		Req. No.	170161				
Material required before date:		ID No.	79555				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	ELTU5086-Electrical -LED Tube Light-6500K-Wipro-D531065-600mmX10W–Nos.	20	21	20			
2	ELTU3452-Electrical -LED Tube Light-6500K-Wipro-D532065-1200mmX20W-Nos. 91764.	40	5	40			
3	ELLE6666-Electrical -LED Flood Light -6500K-Wipro-D915065-50W-Nos.	5	4	5			
4	ELEL1988-Electrical -Light above Main Door-Type -3---Nos. 91765	30	0	30			
5	ELLE6180-Electrical -False Ceiling Down Lighter-2700K-Wipro-D541227-12W-Nos.	5	0	5			
6							
7							
8							
9							
10							
Remarks:	For Stock Repleneshing Purpose.						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	N.Vanajakshi						
Approved By:	Prabhakar						
Sign & Date:							

APPROVED
12 SEP 2022
P. VENKATESHWARLU
MANAGER PURCHASE

APPROVED BY
07 SEP 2022
SOHAM MODI
MANAGING DIRECTOR