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 | SSICP | Project | SHICP | HO received date | |
| PO/WO date | 07/09/22 | PO/WO No. | 91670 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 3824 | 12/09/22 | 23,010/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 23,010/- |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |

| | | | |
|---|---|---|---|
| MRN nos.: | 111710 | 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: | 23,010/- |
| Amount E – PO / WO value: | 23,010/- |
| 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 | | | | |
| Date | | APPROVED 16 SEP 2022 P. PRABHAKAR Sr. MANAGER PURCHASE | | | |
| 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

PO-91670

# S. R. LIGHTS

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

S. No. 3824

Date : 12 09 2022

Purchaser R.C. No. / GST No.
36ACQFS2044C1Z7

M.S. SUMMIT SALES LLP NG ROAD SEC BAD 500003

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

| S. No. | PARTICULARS | HSN Code | QTY. | RATE | AMOUNT Rs. | Ps. |
|---|---|---|---|---|---|---|
| 1 | GATE LAMP | 9405 | 30 | 650 | 19500 | 00 |

INWARD
Inward No: 18626 Dt: 13/9/22
MRN No: 11710 Dt: 15/9/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
INWARD No: 99125
Date: 16/9/22
Sign:

Rupees in words : Twenty three thousand ten only

| | | |
|---|---|---|
| Total | 19500 | 00 |
| CGST 9 % | 1755 | 00 |
| SGST 9 % | 1755 | 00 |
| IGST % | | |
| Grand Total | 23,010 | 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

 08-09-2022 4:30:42 PM

91670
01.09.22 10:54:25

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<br>846/4-3-2, RP Road, Secunderbad-3 | **Doc No** | 91670 | 170127 |
| | **Doc Date** | 07-09-2022 | |
| **GSTIN** 36AHMPR9714P1ZB | **Quote No** | NIL | |
| | **Quote Date** | 23-08-2022 | |
| 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 | 30.00 | 650.00 | 0.00 | 18.00 | 23,010.00 |
| | | | | | **Total Order Value . . .** | **23,010.00** |

Rupees : Twenty Three Thousand Ten 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>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

Name : ____________________

Accepted the above Terms And Conditions

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

Name : ____________________

Date : __/__/____

| Requisition Form | | | | | | | |
|---|---|---|---|---|---|---|---|
| Company Name: | SSLLP | | | | | | |
| Site & Phase : | SHLLP | Date: | 23.08.2022 | | | | |
| Supplier: | | Time: | 12:00 | | | | |
| Material required before date: | | Req. No. | 170127 | | | | |
| | | ID No. | 79215 | | | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No | Inward Date | |
| 1 | ELGL4272-Electrical -Gate Light-Type-1 ( Square)---Nos. | 30 | 61 | 30 | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | 91670 | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| Remarks: | For Stock Repleneshing Purpose. | | | | | | |
| | | | | | | | |
| | Engineer | | | | | | |
| Prepared By: | N.Vanajakshi | Project Manager | | Purchase | | MD | |
| Approved By: | Prabhakar | | | | | | |
| Sign & Date: | | | | | | | |

APPROVED BY
24 AUG 2022
SOHAM MODI
MANAGING DIRECTOR