PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 24/9/22 | Prepared by | Kavitha | Serial no. | |
| Supplier name | Reflection Electrical pvt ltd | | | HO inward no. | |
| Firm/Company | SSILP | Project | SHILP | HO received date | |
| PO/WO date | 19/9/22 | PO/WO No. | 92054 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 2331 | 21/9/22 | 9,723/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 9,723/- |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |

| | | | |
|---|---|---|---|
| MRN nos.: | 112087 | 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: | 9,723/- |
| Amount E – PO / WO value: | 9,723/- |
| 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 | 3/10/22 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Kavitha | | | | |
| Sign: | 24/9/22 | | | | |
| Date | | | | | |
| 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.**<br>5-4-187/7, M G Road & R P Road Junction<br>Ranigunj, Secunderabad 500003 T.S<br>Phone: 04027543785, 9705577776<br>GSTIN/UIN: 36AADCR2047Q1ZZ<br>State Name : Telangana, Code : 36<br>E-Mail : reflections_hyderabad@yahoo.com | Invoice No. **2331** / Dated **21-Sep-2022**<br>Delivery Note **521** / Mode/Terms of Payment **Against Delivery**<br>Reference No. & Date. **2331 dt. 21-Sep-2022** / Other References |
| Consignee (Ship to)<br>**Summit Sales LLP**<br>5-4-187/3&4, II Floor, M G Road, Secunderabad 500 003<br>GSTIN/UIN : 36ACQFS2044C1Z7<br>State Name : Telangana, Code : 36 | Buyer's Order No. **9204/170197** / Dated **19-Sep-2022**<br>Dispatch Doc No. / Delivery Note Date **21-Sep-2022**<br>Dispatched through **Your Self** / Destination **Cherlapally** |
| Buyer (Bill to)<br>**Summit Sales LLP**<br>5-4-187/3&4, II Floor, M G Road, Secunderabad 500 003<br>GSTIN/UIN : 36ACQFS2044C1Z7<br>State Name : Telangana, Code : 36<br>Place of Supply : Telangana | Terms of Delivery<br>92054 |

| Sl No. | Description of Goods | HSN/SAC | GST Rate | Quantity | Rate | per | Amount |
|---|---|---|---|---|---|---|---|
| 1 | **LED Batten 20W 6500K D532065** | 940511 | 18 % | **40.0000 nos** | 206.00 | nos | **8,240.00** |
| | ***OUTPUT CGST*** | | | | | | **741.60** |
| | ***OUTPUT SGST*** | | | | | | **741.60** |
| | *Less :* ***Rounding Off*** | | | | | | **(-)0.20** |
| | Total | | | **40.0000 nos** | | | **₹ 9,723.00** |

INWARD
Inward No: 8729 Dt: 22/9/22
MRN No: 12087 Dt: 24/9/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 99505
Date: 24/9/22
Sign:

Amount Chargeable (in words)

*E. & O.E*

**INR Nine Thousand Seven Hundred Twenty Three Only**

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| 940511 | 8,240.00 | 9% | 741.60 | 9% | 741.60 | 1,483.20 |
| **Total** | **8,240.00** | | **741.60** | | **741.60** | **1,483.20** |

Tax Amount (in words) : **INR One Thousand Four Hundred Eighty Three and Twenty paise 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.**

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

# DELIVERY CHALLAN

**REFLECTIONS ELECTRICALS PVT. LTD.**

Bright Ideas

5-4-187/7, M.G. Road, R.P. Road & M.G. Road Junction, Ranigunj, Secunderabad - 500003
Phone : 040 - 27543785, 97055 77776
**GST No. : 36AADCR2047Q1ZZ**

M/s Summit Sales LLP
Site: Chertapally
Hyderabad

Date: 21/09/22 No.: 521

Invoice No.............No.of Cases ............Date............Way Bill No..............

| S. No. | Description of Material | Qty. | No. of Boxes | No. PCS in Each Box | Remarks |
|---|---|---|---|---|---|
| | Doc No: 920 54/170/97 dt 19/09/22. | | | | |
| 1 | D532065 LED Batten 20W 6500K | 40 | Nos. | | Invoice No: 2331 dt 21/09/22 |

INWARD
Inward No: 18729 Dt: 22/9/22
MRN No: 12087 Dt: 24/9/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 8304
Date: 24/9/22
Sign:

Received the above material in Good condition

Received by

For REFLECTIONS ELECTRICALS PVT. LTD.

REFLECTIONS ELECTRICALS PVT. LTD. SEC'BAD

Authorised Signatory

# Purchase Order

 19-09-2022 12:58:01 PM Oriç

92054
16.09.22 3:00:43

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

| **Supplier Details** | | | |
|---|---|---|---|
| Reflections Electricals Pvt. Ltd., | **Doc No** | 92054 | 170197 |
| 5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003 | **Doc Date** | 19-09-2022 | |
| | **Quote No** | NIL | |
| **GSTIN** 36AADCR2047Q1ZZ 27540307 | **Quote Date** | 14-09-2022 | |
| 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 | 345200 - ELTU-Electrical - LED Tube Light-6500K-Wipro-D532065 - 1200mmX20W - Nos | 40.00 | 206.00 | 0.00 | 18.00 | 9,723.20 |
| | **Total Order Value . . .** | | | | | **9,723.20** |

Rupees : Nine Thousand Seven Hundred Twenty Three and Paise Twenty Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | All items shall be of 'Wipro' brand, |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | Inclusive of all taxes |
| **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** | 10 years warranty. |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications.Payment as per actual receipt of material. Above order for stock replenishing purpose |
| **Completion Date** | Nil |
| **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 ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

| Requisition Form | | | | | | |
|---|---|---|---|---|---|---|
| Company Name: | SSLLP | Date: | 14.09.2022 | | | |
| Site & Phase : | SHLLP | Time: | 11:00 | | | |
| Unit No./Block No. | | | | | | |
| Supplier: | | Req. No. | 170197 | | | |
| Material required before date: | | ID No. | 79777 | | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No | Inward Date |
| 1 | ELSW9595-Electrical-DB-TPN-3-Phase--6Way-Nos 92047 | 10 | 15 | 10 | | |
| 2 | ELSW5195-Electrical-MCB Dummies-PVC-Wipro NW--Nos 92053 | 100 | 200 | 100 | | |
| 3 | ELTU3452-Electrical-LED Tube Light-6500K-Wipro-D532065-1200MMX20W-Nos | 40 | 10 | 40 | | |
| 4 | | | | | | |
| 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 BY
14 SEP 2022
SOHAM MODI
MANAGING DIRECTOR