PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	20/10/22	Prepared by	Bhaskakar	Serial no.	9739
Supplier name	S. R. Lights			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	9.10.22	PO/WO No.	92706.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3904	14/10/22	31,860-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	31,860-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 112837	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:	31,860-00
Amount E – PO / WO value:	31,860-00
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	24/10
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Bhaskakar			
Sign:		APPROVED			
Date		20 OCT 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

PRABHAKAR
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. No. 3904

S. R. LIGHTS

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

Date : 14 10 2022

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

M.S. Summit Sales LLP PO NO 92706

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

S. No.	PARTICULARS	HSN Code	QTY.	RATE	AMOUNT Rs.	Ps.
1	wall hanger T 4		20	675	13500	00
	-11 T 6		10	675	6750	00
	11 T 8		10	675	6750	00
					Total	27000	00
				CGST 9 %		2430	00
				SGST 9 %		2430	00
				IGST %			
				Grand Total		31860	00

INWARD
Inward No: 18853 Dt: 15/10/22
MRN No: 112837 Dt: 17/10/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 100485
Date: 19/10/22
Sign:
R.R. DIST.

Rupees in words : Thirty one thousand eight hundred sixty only

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

 09-10-2022 1:10:13 PM

c

92706
03.10.22 5:38:38

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	**Doc No**	92706	170267
846/4-3-2, RP Road, Secunderbad-3	**Doc Date**	09-10-2022	
	Quote No	NIL	
GSTIN 36AHMPR9714P1ZB	**Quote Date**	08-10-2022	
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	169900 - ELEL-Electrical - Hanging Light-Type -4- - - - Nos	20.00	675.00	0.00	18.00	15,930.00
2	395800 - ELWL-Electrical - Wall Light-Type -6- - - - Nos	10.00	675.00	0.00	18.00	7,965.00
3	670100 - ELWL-Electrical - Wall Light-Type -8- - - - Nos	10.00	675.00	0.00	18.00	7,965.00
				Total Order Value . . .		**31,860.00**

Rupees : Thirty One Thousand Eight Hundred Sixty 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.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

emailed on
10/10

For *Summit Sales LLP*

Authorised Signatory

Name : ______________

Accepted the above Terms And Conditions

For *S.R.Lights*

Name : ______________

Date : __/__/____

Requisition Form					
Company Name:	SSLLP	Date:	8.10.22		
Site & Phase :	SHLLP	Time:	11:48		
Unit No./Block No.					
Supplier:		Req. No.	170267		
Material required before date:		ID No.	80394		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No
1	ELEL1699-Electrical-Hanging Light-Type -4---Nos 675	20	2	20	
2	ELWL3958-Electrical-Wall Light-Type -6---Nos 675 675	10	10	10	
3	ELWL6701-Electrical-Wall Light-Type -8---Nos	10	10	10	
4	92706.				
5					
6					
7					
8					
9					
10					
Remarks:	For Stock Repleneshing purpose.				
	Engineer	Project Manager		Purchase	
Prepared By:	P.sneha				
Approved By:	P.Prabhakar				
Sign & Date:					

APPROVED BY
08 OCT 2022
SOHAM MODI
MANAGING DIRECTOR