PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30/10/22	Prepared by	Minish	Serial no.	9984
Supplier name	Reflections Electricals Pvt. Ltd.			HO inward no.	
Firm/Company	SMOA	Project	Soham mansion.	HO received date	
PO/WO date	12/10/22	PO/WO No.	92843	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2654	14/10/22	2,584/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			2,584/-
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:			2,584/-
Amount E – PO / WO value:			1,982/-
Amount F – Difference (A – E):			602/-
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	7/11/22		
Remarks:	Final bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date		31 OCT 2022			
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. 5-4-187/7, M G Road & R P Road Junction Ranigunj, Secunderabad 500003 T.S Phone: 04027543785, 9705577776 GSTIN/UIN: 36AADCR2047Q1ZZ State Name : Telangana, Code : 36 E-Mail : reflections_hyderabad@yahoo.com	Invoice No. **2654**	Dated **14-Oct-2022**
	Delivery Note	Mode/Terms of Payment **Against Delivery**
	Reference No. & Date. **2654 dt. 14-Oct-2022**	Other References
Consignee (Ship to) **Soham Mansion Owners Association** 5-4-187/3 & 4, II Floor, MG Road, Secunderabad 500 003, Telangana State Name : Telangana, Code : 36	Buyer's Order No. **92843/198060**	Dated **12-Oct-2022**
	Dispatch Doc No.	Delivery Note Date
	Dispatched through **Your Self**	Destination **M G Road**
Buyer (Bill to) **Soham Mansion Owners Association** 5-4-187/3 & 4, II Floor, MG Road, Secunderabad 500 003, Telangana State Name : Telangana, Code : 36 Place of Supply : Telangana	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	**Wave Panel 10W Rd 6000K DH11060**	940511	18 %	**6 No's**	365.00	No's	**2,190.00**
	OUTPUT CGST						**197.10**
	OUTPUT SGST						**197.10**
	Less : ***Rounding Off***						**(-)0.20**
	Material Received						
	Total			**6 No's**			**₹ 2,584.00**

Amount Chargeable (in words)

INR Two Thousand Five Hundred Eighty Four Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
940511	2,190.00	9%	197.10	9%	197.10	394.20
Total	**2,190.00**		**197.10**		**197.10**	**394.20**

Tax Amount (in words) : **INR Three Hundred Ninety Four 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

SUMMIT SALES LLP R.R. DIST. IN WARD No: 100602 Date: 21/10/22 Sign:

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 12-10-2022 13:46:05

92843
03.10.22 5:48:41

From Company : **Soham Mansion Owners Association**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. :

Supplier Details			
Reflections Electricals Pvt. Ltd., 5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003	**Doc No**	92843	198060
	Doc Date	12-10-2022	
27543785.. 27540307	**Quote No**	nil	
9849875767	**Quote Date**	12-10-2022	
	SupplyType	Supply	

Kind Attn : MR.Shakib khan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST%	Amount
1	411600 - ELLE-Electrical - False Ceiling Down Lighter-6500K-Wipro-D540565 - 5W - Nos *DH10660-6W*	6.00	280.00	0.00	18.00	1,982.40
					Total Order Value . . .	**1,982.40**

Rupees : One Thousand Nine Hundred Eighty Two and Paise Fourty Only.

Terms and Conditions :-

Specification /	All items shall be of Wipro brand
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Soham Mansion 5-4-187/3&4, MG Road, Ranigunj, Secunderbad Phone. 040-66335551
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	2 Year
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for staircase landing 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 dellvery/DC can be sent by email.

For ***Soham Mansion Owners Association***

Authorised Signatory

Name : 13/10/22

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	SMOA	Date:	12-10-2022		
Site & Phase :	SOHAM MANSION	Time:			
Unit No./Block No.					
Supplier:		Req. No.	198060		
Material required before date:		ID No.	80503		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No
1	ELLE4116-Electrical-False Ceiling Down Lighter-6500K-Wipro-D540565-5W-Nos PO5-9284	6	0	6	
2	DH10660 – 6W				
3					
4	Led DH10660 – 6W. 6000K 280+655				
5					
6					
7					
8					
9					
10					
Remarks:	above order for staircase landing purpose.				
	Engineer	Project Manager	APPROVED Purchase		
Prepared By:	Meenakshi. N		13 OCT 2022		
Approved By:			MINISH PARIKH MANAGER PROCUREMENT		
Sign & Date:					