PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	4/11/22.	Prepared by	Asha Jyothi	Serial no.	10108
Supplier name	S.R. Lights			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	26/10/22	PO/WO No.	93242	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3952	01/11/22	7,965/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			7,965/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	113333	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:			7,965/-
Amount E – PO / WO value:			7,965/-
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	14/11/22		
Remarks:	Final bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		04 NOV 2022			
Date		MINISH PARIKH MANAGER PROCUREMENT			
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

S.R. LIGHTS

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

S. No. 3952

Date : 01 11 2022

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

M.S. Summit Sales LLP   PO NO 93242

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

S. No.	PARTICULARS	HSN Code	QTY.	RATE	AMOUNT Rs.	Ps.
	Hanging Light T/4 ✓		10 ✓	675	6750	00

INWARD
Inward No. 8924 Dt: 01/11/22
MRN No: 13333 Dt: 2/11/22
Received By:
Sign:
SUMMIT SALES LLP

Rupees in words: Seven thousand Nine hundred sixty five only

Total	6750	00
CGST %	607	50
SGST %	607	50
IGST %		
Grand Total	7965	00

Bank Details
YES BANK
A/c No. 041361900000335
IFS Code : YESB0000413 - Secunderabad Branch

Sale Against Central From C / D / H / F

SUMMIT SALES LLP
IN WARD
No: 100989
Date: 2/11/22
Sign:
R.R. DIST.

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

26-10-2022 15:05:32

Purchase Order

93242
18.10.22 2:23:36

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	93242	170308
Doc Date	26-10-2022	
Quote No	NIL	
Quote Date	19-10-2022	
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	10.00	675.00	0.00	18.00	7,965.00
					Total Order Value . . .	**7,965.00**

Rupees : Seven Thousand Nine Hundred Sixty Five Only.

Terms and Conditions :-

Specification / Brand	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 Cost	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 work 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

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

Name : ____________ Name : ____________ Date : __/__/____

Contact

Requisition Form

Company Name:	SSLLP	Date:	19.10.22		
Site & Phase :	SHLLP	Time:	11:48		
Unit No./Block No.					
Supplier:		Req. No.	170308		
Material required before date:		ID No.	80776.		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No
1	ELTU3452-Electrical-LED Tube Light-6500K-Wipro-D532065-1200MMX20W-Nos	40 ✓	2	40	
2	ELLE6666-Electrical-LED Flood Light -6500K-Wipro-D915065-50W-Nos	8 ✓	0	8	
3	ELEL1699-Electrical-Hanging Light-Type -4---Nos	10 ✓	10	10	
4					
5					
6					
7					
8					
9					
10					
Remarks:	Reflection.				
	Engineer	Project Manager		Purchase	
Prepared By:	P.sneha				
Approved By:	P.Prabhakar				
Sign & Date:					

93242

93150

APPROVED BY
20 OCT 2022
SOHAM MODI
MANAGING DIRECTOR