

PURCHASE DIVISION
Advice for approval for credit to supplier

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Date: 10/01/23		Prepared by: Asha Jayothi		Serial no. 13050	
Supplier name: S.R. Lights				HO inward no.	
Firm/Company: SSLCP		Project: SHLLP		HO received date	
PO/WO date: 7/01/23		PO/WO No. 95863		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	4110	07/01/23	17,700/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 17,700/-

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.: 116023	Proof of delivery matches MRN	☒ Yes ☐ No
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Amount B – Other Credits : Transportation charges: -

Amount C – Other Debits : -

Amount D (D=A+B-C) – Amount to be credited to the supplier: 17,700/-

Amount E – PO / WO value: 17,700/-

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: 16/01/23

Remarks: Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Asha Jayothi				
Sign:					
Date	10/01/23				
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.

Purchase Order

Page 1

07-01-2023 10:38:49

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From Company : **Summit Sales LLP**

5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.

G S T No. : 36ACQFS2044C1Z7



95863

27.12.22 3:37:04

Supplier Details

S.R.Lights

846/4-3-2, RP Road, Secunderabad-3

GSTIN 36AHMPR9714P1ZB

64594769

900008544/9246370769

Doc No

95863

170647

Doc Date

07-01-2023

Quote No

NIL

Quote Date

03-01-2023

SupplyType

Supply

Kind Attn : Mr.Seva Ram

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 198800 - ELEL-Electrical - Light above Main Door-Type -3- - - - Nos	20.00	750.00	0.00	18.00	17,700.00
Total Order Value . . .					17,700.00

Rupees : Seventeen Thousand Seven Hundred 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**Penalty 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 emailFor **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **S.R.Lights**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form							
Company Name:		SSLLP	Date:	03.01.2023			
Site & Phase :		SHLLP	Time:	11:00:00			
Unit No./Block No.							
Supplier:			Req. No.	170647			
Material required before date:			ID No.	83171			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	ELEC1988-Electrical-LED Tube Light-6500K-Wipro D532065-1200mmX20W-Nos	40 ✓	2	40			
2	ELEC6666-Electrical-LED Flood Light -6500K-Wipro D913065-30W-Nos	8 ✓	0	8			
3	ELEC7697-Electrical-Light above Main Door-Type 3---Nos	20 ✓	0	20			
4	ELEC7266-Electrical-MCB---16 amps-Nos	48 ✓	59	48			
5	ELEC2020-Electrical-MCB---06 amps-Nos	96 ✓	70	96			
6	ELEC8878-Electrical-Isolator-4 Pole---40 amps-Nos	12 ✓	18	12			
7	ELEC1276-Electrical-Module Plate--Wipro NW-8 Module-Nos	95 ✓	188	95			
8	ELEC6992-Electrical-Module Plate--Wipro NW-6 Module-Nos	600 ✓	618	600			
9	ELEC3129-Electrical-Switch--Wipro NW-6amps-Nos	600 ✓	1104	600			
10	ELEC8034-Electrical-Socket--Wipro NW-6amps-Nos	300 ✓	1231	300			
Remarks:		For Stock Replenishing purpose					
Engineer		Project Manager		Purchase		MD	
Prepared By:		M.Asha jyothish					
Approved By:		Minish					
Sign & Date:							

90605861

APPROVED BY
04 JAN 2023

SOHAM MODI
MANAGING DIRECTOR