

PURCHASE DIVISION
Advice for approval for credit to supplier

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Date:		10/01/23		Prepared by	Ashajyothi		Serial no.	13049	
Supplier name		S.R. Lights				HO inward no.			
Firm/Company		SSLLP		Project	SHLLP		HO received date		
PO/WO date		30/12/22		PO/WO No.	95611		Scan ID.		

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	4088	30/12/22	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.:	116024	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:		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:	Ashajyothi				
Sign:	<i>Ashajyothi</i>				
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

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30-12-2022 11:41:43



Copy

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

95611
27.12.22 3:29:42

Supplier Details

S.R.Lights
846/4-3-2, RP Road, Secunderabad-3

GSTIN 36AHMPR9714P1ZB

64594769

900008544/9246370769

Doc No	95611	170616
Doc Date	30-12-2022	
Quote No	NIL	
Quote Date	24-12-2022	
SupplyType	Supply	

Kind Attn : Mr.Seva Ram

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 198800 - ELEC-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

Measurement 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

Accepted the above Terms And Conditions

For **S.R.Lights**

Name :

Name : _____

Date : ___/___/___

Requisition Form									
Company Name:		SSLLP		Date:		24.12.22			
Site & Phase :		SHLLP		Time:					
Unit No./Block No.									
Supplier:				Req. No.		170616			
Material required before date:				ID No.		82988.			
S No		Item		Qty required		Qty available at site		Order Qty	
1		ELEC3683-Electrical-Fan Dimmer--Wipro NW--Nos		120		83		120	
2		ELEC4577-Electrical-Switch Blank Plate--Wipro NW--Nos		1800		1588		1800	
3		ELEC7707-Electrical-CCTV Cameras-Wi-Fi-MI--Nos		30		3		30	
4		ELEC1988-Electrical-LED Tube Light-6500K-Wipro D532065-1200mmX20W--Nos		20		34		20	
5		ELEC7051-Electrical-LED Flood Light -6500K-Wipro D915065-50W--Nos		8		5		8	
6		ELEC7697-Electrical-Light above Main Door-Type 3---Nos		20		16		20	
7									
8									
9									
10									
Remarks:		For Stock Replenishing purpose							
Prepared By:		Engineer		Project Manager		MD			
Asha Jyothi									
Approved By:		Minish							
Sign & Date:									

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APPROVED BY
28 DEC 2022
SOHAM MODI
MANAGING DIRECTOR