

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 28/01/23		Prepared by: Kalpana		Serial no. 13784	
Supplier name: Reflections Electricals Pvt Ltd.				HO inward no.	
Firm/Company: SCLP		Project: SHLP		HO received date	
PO/WO date: 11/01/23		PO/WO No. 96050		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	4190	23/01/23	62,658/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				62,658/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	116671		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:				62,658/-	
Amount E – PO / WO value:				2,30,100/-	
Amount F – Difference (A – E):				1,67,442/-	
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		06/02/23			
Remarks: Final Bill					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	APPROVED 30 JAN 2023 MINISH PARIKH MANAGER - PROCUREMENT				
Sign:					
Date					
Approval limit	Upto 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.

Sales Invoice



Purchase Order

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11-01-2023 14:13:17



96050

10.01.23 4:03:08

From Company : **Summit Sales LLP**

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

G S T No. : 36ACQFS2044C1Z7

Supplier DetailsReflections Electricals Pvt. Ltd.,
5-4-187/6, P.M. Modi Complex Ist Floor, M.G. Road, Sec-Bad -500 003**GSTIN** 36AADCR2047Q1ZZ

27540307

27543785..

9849875767

Doc No	96050	170687
Doc Date	11-01-2023	
Quote No	Nil	
Quote Date	09-01-2023	
SupplyType	Supply	

Kind Attn : MR.Shakib khan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 829700 - ELSW-Electrical - Switch--Wipro NW - 16amps - Nos	100.00	195.00	70.00	18.00	6,903.00
2 522800 - ELSW-Electrical - Socket--Wipro NW - 16amps - Nos	100.00	310.00	70.00	18.00	10,974.00
3 274100 - ELSW-Electrical - Fan Dimmer--Wipro NW - - - Nos	180.00	660.00	70.00	18.00	42,055.20
4 685600 - ELSW-Electrical - Bell Push--Wipro NW - - - Nos	20.00	185.00	70.00	18.00	1,309.80
5 542600 - ELSW-Electrical - Switch Blank Plate--Wipro NW - - - Nos	1,800.00	45.00	70.00	18.00	28,674.00
6 850000 - ELSW-Electrical - Socket--Wipro NW - 6amps - Nos	900.00	200.00	70.00	18.00	63,720.00
7 686800 - ELSW-Electrical - Switch--Wipro NW - 6amps - Nos	1,800.00	120.00	70.00	18.00	76,464.00
Total Order Value . . .					230,100.00

Rupees : Two Lakh(s) Thirty Thousand One Hundred Only.

Terms and Conditions :-**Specification / Brand** All items shall be of 'Wipro' brand,**Payment Terms** After Delivery & Production of bill**Tax** Inclusive of all taxes**Delivery Date** Next Day.**Delivery Location** Summit Housing LLP

Cherlapally, Behind Kingston PG college, Hyderabad

Phone. 9618244433, Hamendra

Penalty For Delay Nil**Transportation Cost** Transport cost shall be borne by us.**Warranty** 10 years warranty.**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Payment as per actual receipt of material. Above order for Stock replenishing purpose**Completion Date** Nil**Measurment** NilFor **Summit Sales LLP**

Authorised Signatory

For MDs APPROVAL

- ☒ High Value/quantity beyond limits.
☐ Po/Req. processed-post approval.
☐ Approval for technical details/clarification.
☐ Replenishing SLLP stock
☐ Other

APPROVED BY
12 JAN 2023
SOHAM MODI
MANAGING DIRECTOR

PART DELIVERY DETAILS			
S.No.	Bill no.	Bill Dt.	Amount
1.	4111.	17/01/23	1,67,442/-
3.			
4.			
5.			

Accepted the above Terms And Conditions

For **Reflections Electricals Pvt. Ltd.,**Name : 12/01/2023Name : Bel - 62,658/-Date : / /

Purchase Order

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11-01-2023 14:13:17

Original / Office Copy / Purchase Div.Copy

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

Name :


12/01/2023

Accepted the above Terms And Conditions

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

Name :

Date : _/_/_

Requisition Form									
Company Name: SSLP		Date: 09.01.2023							
Site & Phase : SHLLP		Time: 11:00:00							
Unit No./Block No.									
Supplier:		Reg. No. 170687							
Material required before date:		ID No. 83333							
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date			
1	ELEC3129-Electrical-Switch--Wipro NW-6amps-Nos	1800	934	1800					
2	ELEC8034-Electrical-Socket--Wipro NW-6amps-Nos	900	680	900					
3	ELEC5426-Electrical-Switch--Wipro NW-16amps-Nos	100	149	100					
4	ELEC3597-Electrical-Socket--Wipro NW-16amps-Nos	100	292	100					
5	ELEC3683-Electrical-Fan Dimmer--Wipro NW--Nos	180	93	180					
6	ELEC8973-Electrical-Bell Push--Wipro NW--Nos	20	20	20					
7	ELEC4577-Electrical-Switch Blank Plate--Wipro NW--Nos	1800	2688	1800					
8									
9									
10									
Remarks: For Stock Replenishing purpose									
Engineer		Project Manager		Purchase		MD			
Prepared By: M.Asha Jyothi									
Approved By: Minish									
Sign & Date:									

2009696080

APPROVED BY
09 JAN 2023
SOHAM MODI
MANAGING DIRECTOR