PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	22/02/23	Prepared by	Minish	Serial no.	15029
Supplier name	S.R. Lights			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	15/02/23	PO/WO No.	97174	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	4196	17/02/23	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.: 117594 — 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	27/02/23
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		22 FEB 2023			
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. 4196

Date : 17 02 2023

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

M.S. Summit Sales LLP (PO NO 97174 - 170851)

Address 5-4-187/3 And 4 II Floor MG Road Secunderabad 500003

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

S. No.	PARTICULARS	HSN Code	QTY.	RATE	AMOUNT Rs.	Ps.
1	Wall light type-3	9405	20	750	15000 -	00

SUMMIT SALES LLP
IN WARD
No. 106097
Date 21/2/23
Sign.
R.R. DIST.

INWARD
Inward No. 19435 Dt: 17/2/23
MRN No: 117594 Dt: 20/2/23
Received By: Sign:
SUMMIT SALES LLP

Rupees in words : Seventeen thousand Seven hundred ONLY

Total	15000 -	00
CGST 9 %	1350 -	00
SGST 9 %	1350 -	00
IGST %		
Grand Total	17700 -	00

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

Sale Against Central From C / D / H / F

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

Purchase Order

 15-02-2023 14:20:08

97174
08.02.23 3:15:07

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	97174	170851
Doc Date	15-02-2023	
Quote No	NIL	
Quote Date	13-02-2023	
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
Penality 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 emai

For *Summit Sales LLP*
Authorised Signatory

Name : 16/02/2023

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name: SSLLP

Date: 13.02.2023

Site & Phase : SHLLP

Time: 11:00:00

Unit No./Block No.

Supplier:

Req. No. 170851

Material required before date:

ID No. 84310

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	ELEC7697-Electrical-Light above Main Door-Type 3---Nos	20	19	20		
2						
3						
4						
5						
6						
7						
8						
9						
10						

1981

PO 9717/24.

Remarks: For Stock Replenishing purpose

	Engineer	Project Manager	Purchase	MD
Prepared By:	M.Asha jyothi			
Approved By:	Minish			
Sign & Date:				

APPROVED BY
13 FEB 2023
SOHAM MODI
MANAGING DIRECTOR