

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 28/02/23		Prepared by: Asha Jyothi		Serial no. 15217	
Supplier name: Reflections Electricals Pvt Ltd		Project: SLLP		HO inward no.	
Firm/Company: SLLP		Project: SLLP		HO received date	
PO/WO date: 23/02/23		PO/WO No. 97458		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	4667	25/02/23	46,617/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 46,617/-

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

MRN nos.: 117841	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: 46,617/-

Amount E – PO / WO value: 46,617/-

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: 06/02/23

Remarks: Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	APPROVED 28 FEB 2023 MINISH PARIKH MANAGER PURCHASING				
Sign:					
Date					
Approval limit			Upto 20k	Above 20k	Above 100k

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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23-02-2023 13:13:47



97458

08.02.23 3:48:31

From Company : **Summit Sales LLP**

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

G S T No. : 36ACQFS2044C1Z7

Supplier Details

Reflections 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

97458

170890

Doc Date

23-02-2023

Quote No

nil

Quote Date

20-02-2023

SupplyType

Supply

Kind Attn : MR.Shakib khan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 522800 - ELSW-Electrical - Socket--Wipro NW - 16amps - Nos	100.00	310.00	70.00	18.00	10,974.00
2 274100 - ELSW-Electrical - Fan Dimmer--Wipro NW - - - Nos	72.00	660.00	70.00	18.00	16,822.08
3 542600 - ELSW-Electrical - Switch Blank Plate--Wipro NW - - - Nos	900.00	45.00	70.00	18.00	14,337.00
4 345200 - ELTU-Electrical - LED Tube Light-6500K-Wipro-D532065 - 1200mmX20W - Nos	20.00	190.00	0.00	18.00	4,484.00

Total Order Value . . . 46,617.08

Rupees : Fourty Six Thousand Six Hundred Seventeen and Paise Eight Only.

Terms and Conditions :-

Specification / 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 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 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 **Reflections Electricals Pvt. Ltd.,**

Name :

Name :

Date : / /

Requisition Form

Company Name: SLLP

Site & Phase : SHLLP

Unit No./Block No.

Supplier:

Material required
before date:

S No Item

- 1 ELEC3597-Electrical-Socket--Wipro NW-16amps-Nos
2 ELEC3683-Electrical-Fan Dimmer--Wipro NW--Nos
3 ELEC4577-Electrical-Switch Blank Plate--Wipro NW--Nos
4 ELEC1988-Electrical-LED Tube Light-6500K-Wipro D532065-1200mmX20W-Nos
5
6
7
8
9
10

206506

Remarks: For Stock Replenishing purpose

Engineer

Prepared By: M.Asha jyothis

Approved By: Minish

Sign & Date:

Date: 20.02.2023

Time: 11:00:00

Req. No. 170890

ID No. 84551

Qty required Qty available at site

Order Qty Inward No Inward Date

100	279	100
72	212	72
900	4308	900
20	42	20

Project Manager

Purchase

MD

APPROVED BY

21 FEB 2023

SOHAM MOBI
MANAGING DIRECTOR