

ADMIN-AUDIT / PURCHASE DIVISION
Advice for Credit to Supplier - Manual

Date:	30.01.24	Prepared by	V. RAVI	Serial no.	
Supplier name	Retlechim Electronics Pvt Ltd.			HO inward no.	
Firm/Company	SSLP	Project	SHLP.	HO received date	
PO/WO date	25.02.21	PO/WO No.	75245.	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	53	05.04.21	22,302.00	☒ Yes ☐ No	
2.			/	☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				22,302.00	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	90984		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:				22,302.00	
Amount E – PO / WO value:				184,540.20	
Amount F – Difference (A – E):				162,238.20	
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		06.02.24.			
Remarks: find bill & close this P.O.					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		30.01.24			
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.

Admin-Audit Division
Form for closure of purchase order - Manual

PO no.: 75245	PO date: 25/02/2021	Req. no.: 168423	Advice Scan ID	
Barcoded PO available ☒ Y/ ☐ N	Invoice available ☐ Y/ ☒ N	original ☒ Y/ ☐ N	Copy available ☒ Y/ ☐ N	
POD available ☒ Y/ ☐ N				
Data required from site/engineers:				
MRN nos. related to PO 89758, 90444, 90984				
☐ Part material received.		☒ Full material received.		
☐ Material not received.				
☐ Close PO - Balance material will be re-ordered by new requisition.				
☐ Cancel PO. Material not required.		☐ Cancel PO. Material will be re-ordered by new requisition		
☐ Keep PO open. Material required.		☐ Keep PO open. Work under progress.		
Remarks by engineer: All material received				
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.				
Prepared by: Asha Tyolia		Sign: Asha	Date: 24/01/2024	
Data required from accounts:				
☐ Checked with E&D for receipt of bills.				
☐ Bills not received against this PO.		☒ Part bill received against this PO.		
☐ All bills received against this PO.				
☐ Advance paid against this PO		Amount paid:	Date of payment:	
Details of part bill received:				
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	3328	4/3/21	83,367/-	
2.	3491	23/3/21	73,845/-	
3.				
4.				
Remarks by Accountants:				
Prepared by:		Sign: D. Lary	Date:	
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.				
Prepared by:		Sign:	Date:	
Remarks by Ravi + details of bills to be approved:				
Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	53	05.04.21	22,302-W	90984
2.				
3.				
4.				
5.				
Remarks: need MD's approval for enclosed certified True copy.				
Prepared by: Ravi		Sign: [Signature]	Date: 27/01/24	
Advice by MD - action to be taken.				
☒ Get certified bill from supplier (not original).			☐ Prepare bill in SLLP for material supplied.	
☒ Thereafter, prepare advice for credit to supplier and send to Soham for processing.				
☒ Close PO			☐ Keep PO open. Material required	
☐ Accounts to be reconciled with supplier. Get supplier's ledger.				
Remarks:				
Approved by: Soham		Sign:	Date:	



Purchase Order

Page(s) 1 Of 2

24-01-2024 12:52:39

Original / Office Copy / Purchase Div. Copy

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	75245	168423
Doc Date	25-02-2021	
Quote No	Nil	
Quote Date	16-02-2021	
SupplyType	Supply	

Kind Attn : MR.Shakib khan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4596 - Electrical - other - MCB - 16Amps - nos	144.00 ✓	105.00	0.00	18.00	17,841.60
2 4605 - Electrical - other - MCB - 6Amps - nos	48.00 ✓	105.00	0.00	18.00	5,947.20
3 4798 - Electrical - other - FP Isolator - NA - nos 40 ams	24.00 ✓	450.00	0.00	18.00	12,744.00
4 4631 - Electrical - other - Modular Plate - 6way - nos	480.00 ✓	205.00	70.00	18.00	34,833.60
5 4793 - Electrical - other - Modular Switch - 6 A - nos	600.00 ✓	105.00	70.00	18.00	22,302.00
6 4794 - Electrical - other - Modular switch - 16 A - nos	120.00 ✓	170.00	70.00	18.00	7,221.60
7 4791 - Electrical - other - Modular socket - 6 A - nos	300.00 ✓	205.00	70.00	18.00	21,771.00
8 4790 - Electrical - other - Modular socket - 15 A - nos	300.00 ✓	270.00	70.00	18.00	28,674.00
9 4792 - Electrical - other - Modular Step Dimmer - NA - Nos	72.00 ✓	575.00	70.00	18.00	14,655.60
10 4796 - Electrical - other - Modular TV Socket - NA - Nos	60.00 ✓	150.00	70.00	18.00	3,186.00
11 4795 - Electrical - other - Modular Telephone Jack - NA - Nos	60.00 ✓	145.00	70.00	18.00	3,079.80
12 4788 - Electrical - other - Modular Bell switches - 6A - nos	20.00 ✓	160.00	70.00	18.00	1,132.80
13 4789 - Electrical - other - Modular switch Blank plates - NA - nos	900.00 ✓	35.00	70.00	18.00	11,151.00

Total Order Value . . . 184,540.20

Rupees : One Lakh(s) Eighty Four Thousand Five Hundred Fourty and Paise Twenty 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.For **Summit Sales LLP**

Authorised Signatory

DC Inward Date MRN
1017 ✓ 15961 04/03/21 89758
1178 ✓ 16069 23/03/21 90444
009 ✓ 16160 06/04/21 90984

Accepted the above Terms And Conditions

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

TAX INVOICE

Not Ent



Reflections Electricals Pvt Ltd.

5-4-187/7, M G Road & R P Road Junction
Ranigunj, Secunderabad 500003 T.S
Phone: 04027543785, 9705577776
GSTIN/UIN: 36AADCR2047Q1ZZ
State Name : Telangana, Code : 36
E-Mail : reflections_hyderabad@yahoo.com

Invoice No.

53

Dated

5-Apr-21

Delivery Note

009

Mode/Terms of Payment

Against Delivery

Reference No. & Date.

53 dt. 5-Apr-21

Other References

Buyer's Order No.

75245/168423

Dated

25-Feb-21

Dispatch Doc No.

Delivery Note Date

5-Apr-21

Dispatched through

Destination

Your Self

Cherlapally

Terms of Delivery

Consignee (Ship to)

Summit Sales LLP

5-4-187/3&4, II Floor, M G Road, Secunderabad 500 003
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Buyer (Bill to)

Summit Sales LLP

5-4-187/3&4, II Floor, M G Road, Secunderabad 500 003
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	Venia Switch 6A 1way B0110	853650	600.0000 nos	31.50	nos	18,900.00
	OUTPUT CGST					1,701.00
	OUTPUT SGST					1,701.00
Total			600.0000 nos			₹ 22,302.00

Amount Chargeable (in words)

INR Twenty Two Thousand Three Hundred Two Only

E. & O.E

HSN/SAC	Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Tax Amount
853650	18,900.00	9%	1,701.00	9%	1,701.00	3,402.00
Total	18,900.00		1,701.00		1,701.00	3,402.00

Tax Amount (in words) : INR Three Thousand Four Hundred Two Only

Company's PAN : AADCR2047Q

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details

A/c Holder's Name : Reflections Electricals Pvt Ltd.

Bank Name : State Bank of India

A/c No. : 30033772668

Branch & IFS Code : M G Rod, Secunderabad & SBIN0003032

Customer's Seal and Signature

for Reflections Electricals Pvt Ltd.

Authorised Signatory

"TRUE COPY"

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice