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

Date:	30.01.24	Prepared by	V. RAVI	Serial no.	
Supplier name	Reflecting Electricals Pvt Ltd.			HO inward no.	
Firm/Company	S.S.L.L.P	Project	SHCP.	HO received date	
PO/WO date	13.10.21	PO/WO No.	81663.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2723	08.11.21	7629-00	☑ Yes □ No
2.	2595	30.10.21	108,954-00	☑ Yes □ No
3.			/	□ Yes □ No
4.			/	□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	116,583-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 99017, 98665 — 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:	116,583-00
Amount E – PO / WO value:	239,608-62
Amount F – Difference (A – E):	123,025.62
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 Po.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		30.01.23.			
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.

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

PO no.:	81663	PO date:	13/10/2021	Req. no.:	169098	Advice Scan ID	
Barcoded PO available	□ Y/☑ N	Invoice original available	□Y/□N ☑Copy available		POD available ☑ □Y/□ N		

Data required from site/engineers:

MRN nos. related to PO	98102, 98665, 99017

□ 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. 24/01/24

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 Jyothi | 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.	2411	20/10/21	1,15,238/-	
2.				
3.				
4.				

Remarks by Accountants: Balance bills not received against this PO.

Prepared by: D. LAVANYA. | Sign: D. Lavanya | Date: 24.

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.	2723	08.11.21	7629-00	99017
2.	2595	30.10.21	108,954-00	98665
3.				
4.				
5.				

Remarks: Need MD's Approval for enclosed certified True copy.

Prepared by: Ravi | Sign: | Date: 27/01/24.

Advice by MD - action to be taken.

☑ Get certified bill from supplier (not original). □ Prepare bill in SSLLP for material supplied.

☑ Thereafter, prepare advice for credit to supplier and send to Soham for processing.

☑ Close PO □ Keep PO open. Material awaited

□ Accounts to be reconciled with supplier. Get supplier's ledger.

Remarks:

Approved by: Soham | Sign: | Date:

APPROVED BY
29 JAN 2024
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 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	81663	169098
Doc Date	13-10-2021	
Quote No	Nil	
Quote Date	11-10-2021	
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	96.00	105.00	0.00	18.00	11,894.40
3	4798 - Electrical - other - FP Isolator - NA - nos *40 amps*	24.00	450.00	0.00	18.00	12,744.00
4	4631 - Electrical - other - Modular Plate - 6way - nos	360.00	72.00	0.00	18.00	30,585.60
5	4628 - Electrical - other - Modular Plate - 2 way - nos	95.00	33.00	0.00	18.00	3,699.30
6	4681 - Electrical - switches - Switch - 6Amps - nos	1,200.00	34.50	0.00	18.00	48,852.00
7	4792 - Electrical - other - Modular Step Dimmer - NA - Nos	96.00	189.00	0.00	18.00	21,409.92
8	4789 - Electrical - other - Modular switch Blank plates - NA - nos	900.00	12.00	0.00	18.00	12,744.00
9	4521 - Electrical - other - Bulb - other - nos *9 watts*	20.00	90.00	0.00	12.00	2,016.00
10	4791 - Electrical - other - Modular socket - 6 A - nos	300.00	67.50	0.00	18.00	23,895.00
11	4788 - Electrical - other - Modular Bell switches - 6A - nos	40.00	52.50	0.00	18.00	2,478.00
12	4713 - Electrical - switches - Switch - 16-amps - nos	200.00	88.50	0.00	18.00	20,886.00
13	4790 - Electrical - other - Modular socket - 15 A - nos	200.00	88.50	0.00	18.00	20,886.00
14	4662 - Electrical - other - Tubelight fitting - 2ft - nos	20.00	214.00	0.00	12.00	4,793.60
15	4663 - Electrical - other - Tubelight fitting - 4ft - nos	20.00	218.00	0.00	12.00	4,883.20
				Total Order Value . . .		**239,608.62**

Rupees : Two Lakh(s) Thirty Nine Thousand Six Hundred Eight and Paise Sixty Two Only.

2C-645 (1) In. 17137 - 20/10/21 - MRN. 98102

Terms and Conditions :-

884 Specification / (2) All items shall be of 'Wipro' brand, In - 17190 - 30/10/21 - MRN 98665

For *Summit Sales LLP*

Accepted the above Terms And Conditions

Authorised Signatory

For *Reflections Electricals Pvt. Ltd.,*

717 (3) En - 17223 - 09/11/21 - MRN. 99017

Purchase Order

 24-01-2024 12:52:39

Original / Office Copy / Purchase Div.Copy

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
Penality 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 purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

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

TAX INVOICE

Not Entered

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. **2723**	Dated **8-Nov-21**
Delivery Note **717**	Mode/Terms of Payment **Against Delivery**
Reference No. & Date. **2723 dt. 8-Nov-21**	Other References
Buyer's Order No. **81663/169098**	Dated **13-Oct-21**
Dispatch Doc No.	Delivery Note Date **8-Nov-21**
Dispatched through **Your Self**	Destination **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

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**Venia 2M Plate BP922**	853890	**95.0000 nos**	33.00	nos	**3,135.00**
2	**Venia Switch 16A 1 Way B0130**	853650	**60.0000 nos**	55.50	nos	**3,330.00**
						6,465.00
	OUTPUT CGST					**581.85**
	OUTPUT SGST					**581.85**
	Rounding Off					**0.30**
	Total		**155.0000 nos**			**₹ 7,629.00**

Bill Not Recived

Amount Chargeable (in words) *E. & O.E*
INR Seven Thousand Six Hundred Twenty Nine Only

HSN/SAC	Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Tax Amount
853890	3,135.00	9%	282.15	9%	282.15	564.30
853650	3,330.00	9%	299.70	9%	299.70	599.40
Total	**6,465.00**		**581.85**		**581.85**	**1,163.70**

Tax Amount (in words) : **INR One Thousand One Hundred Sixty Three and Seventy paise 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

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

"TRUE COPY"

Not Entered.

TAX INVOICE

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. **2595**	Dated **30-Oct-21**
	Delivery Note **684**	Mode/Terms of Payment **Against Delivery**
	Reference No. & Date. **2595 dt. 30-Oct-21**	Other References
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's Order No. **81663/169098**	Dated **13-Oct-21**
	Dispatch Doc No.	Delivery Note Date **30-Oct-21**
	Dispatched through **Your Self**	Destination **Cherlapalli**
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	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**Venia 6M Plate BP956**	853890	360.0000 nos	72.00	nos	**25,920.00**
2	**Venia Switch 6A 1way B0110**	853650	600.0000 nos	34.50	nos	**20,700.00**
3	**Venia Fan Regulator B1900**	853650	96.0000 nos	189.00	nos	**18,144.00**
4	**Venia Bell Push 6A B0310**	853650	40.0000 nos	52.50	nos	**2,100.00**
5	**Venia Switch 16A 1 Way B0130**	853650	140.0000 nos	55.50	nos	**7,770.00**
6	**Venia Socket 6/16A B1332**	853669	200.0000 nos	88.50	nos	**17,700.00**
						92,334.00
	OUTPUT CGST					**8,310.06**
	OUTPUT SGST					**8,310.06**
	Less : ***Rounding Off***					**(-)0.12**
	Total		1,436.0000 nos			**₹ 1,08,954.00**

Bill not Recd.

Amount Chargeable (in words) *E. & O.E*

INR One Lakh Eight Thousand Nine Hundred Fifty Four Only

HSN/SAC	Taxable Value	CGST		SGST/UTGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
853890	25,920.00	9%	2,332.80	9%	2,332.80	4,665.60
853650	48,714.00	9%	4,384.26	9%	4,384.26	8,768.52
853669	17,700.00	9%	1,593.00	9%	1,593.00	3,186.00
Total	**92,334.00**		**8,310.06**		**8,310.06**	**16,620.12**

Tax Amount (in words) : **INR Sixteen Thousand Six Hundred Twenty and Twelve paise 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

SUBJECT TO HYDERABAD JURISDICTION

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"TRUE COPY"