ADMIN-AUDIT / PURCHASE DIVISION

Advice for Credit to Supplier - Manual

Date:	30.01.24	Prepared by	V. RAVI	Serial no.	
Supplier name	Reflections Electricals Pvt Ltd.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	02.09.21	PO/WO No.	80226.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	456	06.09.21	61,702-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	61,702-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	96009	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:	61,702-00
Amount E – PO / WO value:	33,201-14
Amount F – Difference (A – E):	28,501-00
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:	final bill & close this PO.
NO GST S.No(4) Mdid Rate difference.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
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.: 80226	PO date: 02/09/2021		Req. no.: 168976		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	96009, 96690

□ 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. 24/01/24

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 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.				
2.				
3.				
4.				

Remarks by Accountants: Bills not received against this PO

Prepared by: Sign: D.Lavy 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.	456	06.09.2021	61,702-00	96009.
2.				
3.				
4.				
5.				

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

Prepared by: Ravi Sign: Date: 27/04/24.

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	80226	168976
Doc Date	02-09-2021	
Quote No	Nil	
Quote Date	30-08-2021	
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	48.00	105.00	0.00	18.00	5,947.20
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 amps*	12.00	450.00	0.00	18.00	6,372.00
4	4631 - Electrical - other - Modular Plate - 6way - nos	120.00	61.50	70.00	18.00	2,612.52
5	4628 - Electrical - other - Modular Plate - 2 way - nos	75.00	30.00	70.00	18.00	796.50
6	4681 - Electrical - switches - Switch - 6Amps - nos	300.00	31.50	70.00	18.00	3,345.30
7	4792 - Electrical - other - Modular Step Dimmer - NA - Nos	48.00	172.50	70.00	18.00	2,931.12
8	4789 - Electrical - other - Modular switch Blank plates - NA - nos	900.00	10.50	70.00	18.00	3,345.30
9	4521 - Electrical - other - Bulb - other - nos *9 watts*	20.00	85.00	0.00	12.00	1,904.00
			Total Order Value . . .			**33,201.14**

Rupees : Thirty Three Thousand Two Hundred One and Paise Fourteen Only.

DC -456, In -16928 - 06/08/21, MRN-9600
516, In - In -16999 -20/09/21, MRN -96696
S.No(4) Rate error in our Purchase order, Now Vender has given Corrected Price.

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
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	10 years warranty.
Advance Paid	Nil

For *Summit Sales LLP*

Authorised Signatory

Name :

VERIFIED BY
27 JAN 2024
VANAM RAVI
MANAGER (AUDIT)

Accepted the above Terms And Conditions
For *Reflections Electricals Pvt. Ltd.,*

TAX INVOICE

Not Enter

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. **1762**	Dated **6-Sep-21**
Delivery Note **456**	Mode/Terms of Payment **Against Delivery**
Reference No. & Date. **1762 dt. 6-Sep-21**	Other References
Buyer's Order No. **80226/168976**	Dated **2-Sep-21**
Dispatch Doc No.	Delivery Note Date **6-Sep-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	**MCB 16A SP C Curve WM16ASPC**	853650	48.0000 nos	105.00	nos	**5,040.0**
2	**MCB 6A SP C Curve WM6ASPC**	853650	48.0000 nos	105.00	nos	**5,040.0**
3	**Isolator 40A FP WMISO40AFP**	853650	12.0000 nos	450.00	nos	**5,400.0**
4	**Venia 6M Plate BP956**	853890	120.0000 nos	61.50	nos	**7,380.0**
5	**Venia 2M Plate BP922**	853890	75.0000 nos	30.00	nos	**2,250.0**
6	**Venia Switch 6A 1way B0110**	853650	300.0000 nos	31.50	nos	**9,450.0**
7	**Venia Fan Regulator B1900**	853650	48.0000 nos	172.50	nos	**8,280.0**
8	**Venia Blaking Plate B3900**	853890	900.0000 nos	10.50	nos	**9,450.0**
						52,290.0
	OUTPUT CGST					**4,706.1**
	OUTPUT SGST					**4,706.1**
	Less : ***Rounding Off***					**(-)0.2**
	Total		1,551.0000 nos			**₹ 61,702.00**

Amount Chargeable (in words)
INR Sixty One Thousand Seven Hundred Two Only

E. & O.E

HSN/SAC	Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Tax Amount
853650	33,210.00	9%	2,988.90	9%	2,988.90	5,977.80
853890	19,080.00	9%	1,717.20	9%	1,717.20	3,434.40
Total	**52,290.00**		**4,706.10**		**4,706.10**	**9,412.20**

Tax Amount (in words) : **INR Nine Thousand Four Hundred Twelve and Twenty 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