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

		30.01.24	Prepared	by	V.RAVI		Serial no.		
Supplier name Red		Refledims	Eletrical		करी जरे.		HO inward no.		
Firm/Company SSLY		Project		stly.		HO received date			
PO/WO dat	e	04.12.21	PO/WO No.		83296.		Scan ID.		
Sl no.		Bill no.	Bill	date Bill amount			Original attached		
1.		3203	09.12	09.12.21 29,8			0	□ Yes □ No	
2.		3333	21.12	.12.21 30,586			0	□ Yes □ No	
3.							1		□ Yes □ No
4.									□ Yes □ No
Amount A	- Bills to	otal (Excluding Trans	port & Ha	mali Charg	ges):			60	, 428-w
Proof of del	ivery by	way of:   DCs/bill	□ Steel re	eport 🗆 RM	C pour repor	t 🗆 Sol	id block repo		
MRN		100734 &	1010	34			of delivery es MRN	Y	yes □ No
nos.:	Othor	,				materie	S WICH		
		Credits : Transportation	on charges						
Amount C -								_	
Amount D	(D=A+B)	-C) – Amount to be	credited to	the supplie	er:			60,	428-00
Amount E -	PO / W	O value:						39	,018-6
Amount F -	- Differe	nce (A – E):			_			21	,410-10
Quantity re	ceived a	s per PO /WO		□ Yes □	Excess recei	ved 🗆 Sl	nort received	□ Part r	eceived
Close PO /	WO			□ Yes □	No – wait fo	r balanc	e material	Other	
Payment -	due date			06	.02.21	۲.			
Remarks:		-find !	:11	£ c.	lope -H	his P	0		
	0/00	Excess	opli	I rec	rived.				
Approve	ed by	Purchase Officer		chase	МΩ	)	Accour	ntant	Accounts Manager
Name:			V. 8	_					
Sign:			(	20.					
Date		3	0,01.	24					
Approval li	mit	Upto 20k	Above 2	0k	Above 100	k	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

PGno.: 5	33296	PO date:	04 1	2 2021	Req.	no.:	169218	Advice Scan ID	1
Barcoded P	O available	DYDN	Invoice availabl	or	iginal [	Y/ON X	Copy available	e POD available	0Y/0 N
Data requir	ed from site/e	engineers:	availabi	е		To the			
MRN nos	related to	1007	211	, 10103	211				
PO Post moto	erial received.			material rec			T = Mat	erial not received.	
							U Iviat	erial not received.	
	Balance m						1 11	\	
	O. Material n						-ordered by nev	v requisition	1 /
	open. Materi	al required.	, o K	eep PO ope	n. Work t	inder pr	ogress.	120101/2	4'
Remarks by		All m	ateria		eived			1	
	nde details of ma available, 4. This				nent, 2. Prov	ide scann	ned copy of DCs/pr	oof of delivery + PO, 3. I	rovide copies
Prepared by	Asha	Tyothi	Sign	Agh	g		Date:	24/01/2024	•
Data requir	red from acco	unts:			,				
0 /	Checked	with E&D f	or receipt	of bills.					
Bills not	received agai	nst this PO.	□ Pa	rt bill receiv	ed agains	t this PO	O. 🗆 All bi	lls received against t	his PO.
□ Advance	paid against t	this PO	Amo	unt paid:			Date of	payment:	
Details of p	art bill receiv	/ed:							
Sl. No.	Bill no.		Bil	date		Billa	amount	Cr. given to si	upplier
1.			-		-				
2.			_			-			
3.						-			
4.			-			-			
1.22	y Accountants	e: O:	mol	KPCO	. 100	00	annot.	Mare DO	
		s. Bills	Sign		to co	0	Date:	this PO	
Prepared b		turnkey works	may have	peen processed	hy FAID C	heck hefo	ore filling the above		
		turner works					Date:		
Prepared b			Sign				Date.		
	y Ravi + deta	ils of bills to				Tem		TAMPA:	
Sl. No. Bill no.			Bil	Bill date			amount	MRN no.	
1.		3203 09.12.21 29,842-6		DA In Tte					
			,586 - W	101034	•				
3. 4.	_		_			+			
5.						-			
Remarks:	Nee	ed MD	5 0	P provd	m	eu	closed av	ue copses	
Prepared b			Sign	0 0	1	11	Date:	27/01/24	
	MD - action	to be taken.			(-)	0,			
	ified bill from		ot original	).	□ Pr	epare bi	ill in SSLLP for	material supplied.	
2 dei ten							ham for process		
/		prepare auvi	0101010	си по зарри	To			Material awaited	
/	Close PO	1 41	A mist or	unnlian Cat		ledger			7
۵	Accounts to	be reconcil	ed with st	ipplier. Get	supplier s	reager.	. VA	PPROVED BY	1
Remarks:							W	2 0 IAN 2024	1
Approved	by: Soham		Si	gn:			Date:	7 9 JAN LOE	1
				30				SOHAM NICOI MANAGING DIRECTO	R

## Purchase Order

Page(s) 1 Of 1

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	83296	169218
Doc Date	04-12-202	21
Quote No	NIL	
Quote Date	30-11-202	21
SupplyType	Supply	

17410 21/12/21 101034

#### Kind Attn: MR.Shakib khan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4605 - Electrical - other - MCB - 6Amps - nos	48.00	105.00	0.00	18.00	5,947.20
2 4631 - Electrical - other - Modular Plate - 6way - nos	360.00	72.00		18.00	9,175.68
3 4791 - Electrical - other - Modular socket - 6 A - nos	300.00	67.50	0.00	18.00	23,895.00
Upees: Thirty Nine Thousand Seventeen and Paice Fiehb.		Total Or	der Value		39,017.88

es: Thirty Nine Thousand Seventeen and Paise Eighty Eight Only.

#### Terms and Conditions :-

Specification / All items shall be of 'Wipro' brand North west series

**Payment Terms** 

After Delivery & Production of bill

Tax

VAT included in above price.

**Delivery Date** 

Next Day.

**Delivery Location** 

Summit Housing LLP

Cherlapally, Behind Kingston PG college, Hyderabad No TE' - S. No (2) Rate difference in oug puchase order, Verder has raised correct bill.

Phone. 9618244433, Hamendra

Penality For Delay Nil

Transport cost shall be borne by us.

Warranty

5vrs

Advance Paid

Transportation

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 replinishing purpose.

Completion Date

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-

27 JAN 2024

For Summit Sales LLP Authorised Signatory



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

Consignee (Ship to)

**Summit Sales LLP** 

5-4-187/3&4, II Floor, M G Road, Secunderabad 500 003

GSTIN/UIN State Name 36ACQFS2044C1Z7 Telangana, Code: 36

Buyer (Bill to)

Summit Sales LLP

5-4-187/3&4, II Floor, M G Road, Secunderabad 500 003

GSTIN/UIN State Name Telangana, Code: 36

36ACQFS2044C1Z7

Invoice No. Dated 3203 9-Dec-21 Mode/Terms of Payment **Delivery Note** 810 **Against Delivery** Reference No. & Date. Other References 3203 dt 9-Dec-21

Buyer's Order No. Dated 83296/169218 4-Dec-21 Delivery Note Date Dispatch Doc No. 9-Dec-21

Dispatched through Destination Your Self Cherlapally

Terms of Delivery

SI No.	Description of Goods		HSN/SAC	Quantity	Rate	per	Amount
1	MCB 6A SP C Curve WM6ASPC Venia Socket 6A B1212		853650 853669	48.0000 nos 300.0000 nos	105.00 67.50		5,040.00 20,250.00
	Less:	OUTPUT CGST OUTPUT SGST Rounding Off					25,290.00 2,276.10 2,276.10 (-)0.20
	a Lat Michiga						
	Bin Not receired.						
		Total		348.0000 nos			₹ 29,842.00

Amount Chargeable (in words)

INR Twenty Nine Thousand Eight Hundred Forty Two Only

SGST/UTGST Total CGST HSN/SAC Taxable Rate Amount Rate Amount Tax Amount Value 907.20 9% 453.60 9% 453.60 5.040.00 853650 9% 1.822.50 3,645.00 1,822.50 20,250.00 9% 853669 2,276.10 4,552.20 Total 25,290.00 2,276.10

Tax Amount (in words): INR Four Thousand Five Hundred Fifty Two and Twenty paise Only

Company's PAN

Declaration

: AADCR2047Q

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

Customer's Seal and Signature

Company's Bank Details

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

Bank Name

State Bank of India 30033772668

A/c No.

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

for Reflections Electricals Pvt Ltd.

Authorised Signatory



#### TAX INVOICE

Notet



Reflections Electricals Pvt Ltd.

5-4-187/7, M G Road & R P Road Junction Raniguni, Secunderabad 500003 T.S. Phone: 04027543785, 9705577776 GSTIN/UIN: 36AADCR2047Q1ZZ

State Name: Telangana, Code: 36 E-Mail: reflections hyderabad@yahoo.com

Consignee (Ship to)

**Summit Sales LLP** 

5-4-187/3&4, II Floor, M G Road, Secunderabad 500 003

GSTIN/UIN State Name : 36ACQFS2044C1Z7 Telangana, Code: 36

Buyer (Bill to)

Summit Sales LLP

5-4-187/3&4, II Floor, M G Road, Secunderabad 500 003

GSTIN/UIN State Name

36ACQFS2044C1Z7 : Telangana, Code: 36 Invoice No.

3333

**Delivery Note** Mode/Terms of Payment

Dated

21-Dec-21

832 **Against Delivery** 

Reference No. & Date. Other References 3333 dt. 21-Dec-21

Dated Buyer's Order No. 83296/169218 4-Dec-21

Dispatch Doc No. Delivery Note Date

21-Dec-21 Dispatched through Destination Cherlapally Your Self

Terms of Delivery

Description of Goods		HSN/SAC	Quantity	Rate	per	Amount
Venia 6M Plate BP956		853890	360.0000 nos	72.00	nos	25,920.00
	OUTPUT CGST OUTPUT SGST Rounding Off					2,332.80 2,332.80 0.40
Bill Not Receivel.						

Amount Chargeable (in words)

INR Thirty Thousand Five Hundred Eighty Six Only

HSN/SAC SGST/UTGST Total Taxable CGST Value Rate Amount Rate Amount Tax Amount 2,332.80 853890 25,920.00 2,332.80 4,665.60 Total 25,920.00 2,332.80 2,332.80 4,665.60

Tax Amount (in words): INR Four Thousand Six Hundred Sixty Five and Sixty paise Only

Company's PAN

Declaration

: AADCR2047Q

Company's Bank Details

We declare that this invoice shows the actual price of the goods

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

360,0000 nos

Bank Name A/c No.

Total

State Bank of India 30033772668

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

Customer's Seal and Signature

for Reflections Electricals Pvt Ltd.

**Authorised Signatory** 

₹ 30,586.00 E. & O.E



described and that all particulars are true and correct.