PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 6-7-20 | Prepared by: | T.Bhasker |
| PO/WO no. | 68343 | PO / WO Date. | 27/6/20 |
| Supplier Name | Reflecti- Electricals | PO/WO amount | 142379 |
| Firm/Company | SSLLP | Project | SHLLP |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 357 | 3/7/20 | 8078 |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 8078 |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | | | 80817 | ☐ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |

| | |
|---|---|
| Amount B –Other Credits : | – |
| Amount C –Other Debits : | – |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | 8078 |
| Amount E – PO / WO value: | 8 142379 |
| Amount F – Difference (A – E): | 134,301 |

| | |
|---|---|
| Quantity received as per PO /WO | ☐ Yes ☐ Excess received ☐ Short received ☐ Other (explained below) |
| Is difference between PO / Bill acceptable? | ~~☐ Yes ☐ No (explained below)~~ |
| Excess / short material received | ☐ ~~Approved – within acceptable limits ☐ No~~ (explained below) |
| Close PO / W?O | ☐ Yes ☐ No – wait for balance material ☐ No (explained below) |
| Advance paid / PDC given (deduct when paying) | ☐ Yes – Rs. /- ☐ No |
| Payment – due date | 10/7/20 |

Remarks: **Part bill received and balance bill to be receivable.**

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | [signature] | [signature] | [signature] APPROVED 06 JUL 2020 | | | | |
| Date | 6/7/20 | 6/7 | MINISH PARIKH MANAGER PROCUREMENT | | | | |

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

# Tax Invoice

| | | |
|---|---|---|
| **Reflections Electricals Pvt Ltd.**<br>5-4-187/7, M G Road & R P Road Junction<br>Karbala Maidan, M G Road<br>Secunderabad - 500 003, T.S.<br>TELE:27543785 Mb: 970 55 77 77 6<br>GSTIN/UIN: 36AADCR2047Q1ZZ<br>State Name : Telangana, Code : 36<br>E-Mail : reflections_hyderabad@yahoo.com | Invoice No.<br>**357** | Dated<br>**3-Jul-2020** |
| | Delivery Note<br>**091** | Mode/Terms of Payment<br>**Against Delivery** |
| | Supplier's Ref.<br>**357** | Other Reference(s) |
| Buyer<br>**Summit Sales LLP**<br>5-4-187/3&4, II Floor<br>M G Road, Secunderabad 500 003<br>GSTIN/UIN : 36ACQFS2044C1Z7<br>State Name : Telangana, Code : 36<br>Place of Supply : Telangana | Buyer's Order No.<br>**68343/14658** | Dated<br>**27-Jun-2020** |
| | Despatch Document No. | Delivery Note Date<br>**3-Jul-2020** |
| | Despatched through<br>**Your Self** | Destination<br>**Cherlapally** |
| | Terms of Delivery | |

| Sl No. | Description of Goods | HSN/SAC | GST Rate | Quantity | Rate | per | Amount |
|---|---|---|---|---|---|---|---|
| 1 | **6M Plate Venia BP956** | 8538 | 18 % | **90.0000 nos** | 48.60 | nos | **4,374.00** |
| 2 | **Switch 6A 1way Venia B0110** | 8536 | 18 % | **80.0000 nos** | 30.90 | nos | **2,472.00** |
| | | | | | | | 6,846.00 |
| | ***OUTPUT CGST*** | | | | | | **616.14** |
| | ***OUTPUT SGST*** | | | | | | **616.14** |
| | *Less :* ***Rounding Off*** | | | | | | **(-)0.28** |
| | Total | | | **170.0000 nos** | | | **₹ 8,078.00** |

INWARD No. 67171 Date 6/7/20 → 67171

MODI PROPERTIES PVT. LTD. SEC'BAD

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

**INR Eight Thousand Seventy Eight Only**

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| 8538 | 4,374.00 | 9% | 393.66 | 9% | 393.66 | 787.32 |
| 8536 | 2,472.00 | 9% | 222.48 | 9% | 222.48 | 444.96 |
| **Total** | **6,846.00** | | **616.14** | | **616.14** | **1,232.28** |

Tax Amount (in words) : **INR One Thousand Two Hundred Thirty Two and Twenty Eight paise Only**

Company's Bank Details
Bank Name : **State Bank of India**
A/c No. : **30033772668**
Branch & IFS Code : **M G Rod, Secunderabad & SBIN0003032**

Company's VAT TIN : **28163593748**
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.

**for Reflections Electricals Pvt Ltd.**

Authorised Signatory

SUBJECT TO SECUNDERABAD/ HYDERABAD JURISDICTION

This is a Computer Generated Invoice

| INWARD | |
|---|---|
| Inward No: 4513 | Dt: 4/7/20 |
| MRN No: 80817 | Dt: 4/7/20 |
| Received By: | Sign: |
| SUMMIT SALES LLP | |

Certified
Stores Manager

# Purchase Order

 27-06-2020 2:07:34 PM

68343
24.06.20 12:19:12

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 | **Doc No** | 68343 | 14658 |
| | **Doc Date** | 27-06-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AADCR2047Q1ZZ 27540307 | **Quote Date** | 17-09-2019 | |
| 27543785.. 9849875767 | **SupplyType** | Supply | |

**Kind Attn : MR.Shakib khan**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 4631 - Electrical - other - Modular Plate - 6way - nos *BP955* | 120.00 | 162.00 | 70.00 | 18.00 | 6,881.76 |
| 2 | 4632 - Electrical - other - Modular Plate - 8way - nos *BP968SQ* | 95.00 | 216.00 | 70.00 | 18.00 | 7,264.08 |
| 3 | 4790 - Electrical - other - Modular socket - 15 A - nos *B1332* | 300.00 | 254.00 | 70.00 | 18.00 | 26,974.80 |
| 4 | 4791 - Electrical - other - Modular socket - 6 A - nos *B1410* | 300.00 | 184.00 | 70.00 | 18.00 | 19,540.80 |
| 5 | 4794 - Electrical - other - Modular switch - 16 A - nos *B0130* | 200.00 | 157.00 | 70.00 | 18.00 | 11,115.60 |
| 6 | 4793 - Electrical - other - Modular Switch - 6 A - nos *B0110* | 1,200.00 | 103.00 | 70.00 | 18.00 | 43,754.40 |
| 7 | 4792 - Electrical - other - Modular Step Dimmer - NA - Nos *B1900* | 100.00 | 557.00 | 70.00 | 18.00 | 19,717.80 |
| 8 | 4788 - Electrical - other - Modular Bell switches - 6A - nos | 40.00 | 146.00 | 70.00 | 18.00 | 2,067.36 |
| 9 | 4796 - Electrical - other - Modular TV Socket - NA - Nos | 100.00 | 143.00 | 70.00 | 18.00 | 5,062.20 |
| | | | | **Total Order Value . . .** | | **142,378.80** |

Rupees : One Lakh(s) Fourty Two Thousand Three Hundred Seventy Eight and Paise Eighty Only.

Partly Bill : 320 Amt: 134,301
Dt : 27/6/20
6/7/20
Bal : 8078 /-

## Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra,9502266233, Mahesh. |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Transport cost shall be borne by us. |
| **Warranty** | 10 years warranty. |
| **Advance Paid** | Nil |

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

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

Name : ____________ Name : ____________ Date : __/__/____

# Purchase Order

 27-06-2020 2:07:34 PM Original / Office Copy / Purchase Div.Copy

| | |
|---|---|
| **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.,***

Name : ______________________ Name : ______________________ Date : __/__/____

PO

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SSLLP | Date: | 27.06.2020 |
| Site & Phase : | SHLLP | Time: | 12.30 |
| Supplier | | Req. No. | 14658 |
| Material required before date: | | ID No. | 58009 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | SWITCH | 6A | 1200 | NOS | | |
| 2 | SOCKET | 6A | 300 | NOS | | |
| 3 | SWITCH | 16A | 200 | NOS | | |
| 4 | SOCKET | 16A | 300 | NOS | | |
| 5 | BELL SWITCH 68343 | | 40 | NOS | | |
| 6 | T.V SOCKET | | 100 | NOS | | |
| 7 | MODULAR PLATE | 6M | 120 | NOS | | |
| 8 | MODULAR PLATE | 8M | 95 | NOS | | |
| 9 | FAN DIMMER | | 100 | NOS | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| | | | | | | |

Remarks: FOR STOCK MAINTENANCE

| | | | |
|---|---|---|---|
| Prepared By | SOWMYA | Approved by | APPROVED BY 27 JUN 2020 SOHAM MODI MANAGING DIRECTOR |
| Sign.& Date | 27.06.2020 | Sign. & Date | |

Note: On receipt of material at site write inward number and date in last 2 columns.

# Estimate/Draft PO

 27-06-2020 2:07:34 PM 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., | **Doc No** | 68343 | 14658 |
| 5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003 | **Doc Date** | 27-06-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AADCR2047Q1ZZ 27540307 | **Quote Date** | 17-09-2019 | |
| 27543785.. 9849875767 | **SupplyType** | Supply | |

**Kind Attn : MR.Shakib khan**

Estimate/Draft PO for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
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| | | | | **Total Order Value . . .** | | **142,378.80** |

Rupees : One Lakh(s) Fourty Two Thousand Three Hundred Seventy Eight and Paise Eighty Only.

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|---|---|
| **Specification / Brand** | 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra,9502266233, Mahesh. |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Transport cost shall be borne by us. |
| **Warranty** | 10 years warranty. |
| **Advance Paid** | Nil |

APPROVED BY
27 JUN 2020
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*

Authorised Signatory

27/06/2020

Name :

Accepted the above Terms And Conditions

For *Reflections Electricals Pvt. Ltd.,*

Name :

Date : __/__/____