PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	13/7/20.	Prepared by:	SOWMYA
PO/WO no.	68550.	PO / WO Date.	8/7/20
Supplier Name	S. R lights	PO/WO amount	23,010
Firm/Company	SS llp	Project	SS llp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	8140	9/7/20.	23,010
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			23,010

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			81025	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount B –Other Credits :	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	23,010.
Amount E – PO / WO value:	23,010
Amount F – Difference (A – E):	

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	**18.7.2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	13/7/20.						

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/-

Retail INVOICE / CASH MEMO / BILL

ORIGINAL

GST : 36AHMPR9714P1ZB

S. No. 2140

S. R. LIGHTS

846/4-3-2, R.P. ROAD, SECUNDERABAD - 3.
Ph : 040 66384943, 9000085444, e-mail : sevaram75@gmail.com

Date : 09 07 2020

Purchaser R.C. No. / GST No. 36ACOFS2044C9Z7

M.S. Summit Sales LLP (68550 14682)

RR/GR No.............Date.............Goods through.............Freight.............Weight.............

S. No.	PARTICULARS	HSN Code	QTY.	RATE	AMOUNT Rs.	Ps.
1	GATE LAMP	9405	30	650	19500	00

INWARD
Inward No: 14551 Dt: 9/7/20
MRN No: 81025 Dt: 11/7/20.
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

INWARD
No. 67412
Date 13/7
Sign.
MODI PROPERTIES PVT. LTD. SEC'BAD

Rupees in words twenty three thousand ten only

Total		19500 = 00
CGST	9 %	1755 = 00
SGST	9 %	1755 = 00
IGST	%	
Grand Total		23010 = 00

Bank Details
YES BANK
A/c No. 041361900000335
IFS Code : YESB0000413 - Secunderabad Branch

Sale Against Central From C / D / H / F

1. Goods once sold will not be taken back.
2. After despatch we are not responsible goods
3. Subject to T.S. Jurisdiction only.
4. Interest will be charged 24% if the payment will not made within 30 days

For S.R. Lights

Purchase Order

68550
02.07.20 12:12:26

 02-07-2020 4:50:05 PM

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
S.R.Lights	**Doc No**	68550	14682
846/4-3-2, RP Road, Secunderbad-3	**Doc Date**	02-07-2020	
	Quote No	Nil	
GSTIN 36AHMPR9714P1ZB	**Quote Date**	21-08-2018	
64594769 900008544/9246370769	**SupplyType**	Supply	

Kind Attn : Mr.Seva Ram

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4581 - Electrical - other - Gate lamp - NA - nos *Square type*	30.00	650.00	0.00	18.00	23,010.00
					Total Order Value . . .	**23,010.00**

Rupees : Twenty Three Thousand Ten Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Within 7 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Stock purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

03/07/2020

Name : ______

Accepted the above Terms And Conditions

For ***S.R.Lights***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	1.7.2020
Site & Phase :	SHLLP	Time:	13.30
Supplier		Req. No.	14682
Material required before date:		ID No.	58176

No	Description		Size	Quantity	Units	Inward No	Date
1	GATE LAMP	68550	SQUARE	30	NOS		
2	TORCH LIGHT		BIG	10	NOS		
3	FLOOD LIGHTS	68552	30W	10	NOS		
4							
5							
6							
7							
8							
9							
10							
11							
12							

Remarks: FOR STOCK MAINTENANCE

Prepared By	SOWMYA	Approved by	APPROVED BY 01 JUL 2020 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	1.07.2020	Sign. & Date	

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