PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	31/8/20	Prepared by:	SOWMYA
PO/WO no.	69539	PO / WO Date.	11/8/20
Supplier Name	S.R Lights	PO/WO amount	30,680
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	2223	26/8/20	30,680
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			30,680

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			82337	☑ 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:				30,680
Amount E – PO / WO value:				30,680
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	**5.9.2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	31/8/20						

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. R. LIGHTS

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

S. No. 2223

28/8/20

Date : 26 08 2020

Purchaser R.C. No. / GST No. 36ACQFS2044C1Z7

M.S. Summit Sales LLP (69539) 14789

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

S. No.	PARTICULARS	HSN Code	QTY.	RATE	AMOUNT Rs.	Ps.
1	GATE LIGHT	9405	40	650	26000	00

INWARD
Inward No: 14783 Dt: 28/8/20
MRN No: 82337 Dt: 27/8/20
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 68871 Date 1/9

Rupees in words : thirty thousand six Hundred Eighty only

Total	26000 = 00
CGST 9 %	2340 = 00
SGST 9 %	2340 = 00
IGST %	
Grand Total	30680 = 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

    11-08-2020 2:05:39 PM

69539
11.08.20 11:32:20

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 846/4-3-2, RP Road, Secunderbad-3	**Doc No**	69539	14789
	Doc Date	11-08-2020	
	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*	40.00	650.00	0.00	18.00	30,680.00
					Total Order Value . . .	**30,680.00**

Rupees : Thirty Thousand Six Hundred Eighty 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

Accepted the above Terms And Conditions
For ***S.R.Lights***

Name : ______________   Name : ______________   Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	08.08.2020
Site & Phase :	SHLLP	Time:	14.30
Supplier		Req. No.	14789
Material required before date:		ID No.	59043.

No	Description	Size	Quantity	Units	Inward No	Date
1	GATE LIGHT	SQUARE	40	NOS		
2	69539					
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: For stock maintenance purpose

Prepared By	SOWMYA	Approved by	
Sign.& Date	08.08.2020	Sign. & Date	

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

APPROVED BY
08 AUG 2020
SOHAM MODI
MANAGING DIRECTOR