

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		20/10/2020		Prepared by:		NEHA																									
PO/WO no.		71246		PO / WO Date.		08/10/2020																									
Supplier Name		S.R. Lights		PO/WO amount		23,010/-																									
Firm/Company		SSUP		Project		SHUP																									
Sl. No.	Bill No.	Bill Date		Bill amount																											
1	2309	16/10/2020		23,010/-																											
2																															
3																															
4																															
Amount A – Bills total(Excluding Transport & Hamali Charges):						23,010/-																									
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN																											
1.			84026 84274	☐ Yes ☐ No																											
2.				☐ Yes ☐ No																											
3.				☐ 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:						23,010/-																									
Amount E – PO / WO value:						23,010/-																									
Amount F – Difference (A – E): GST-18%						—																									
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			06/11/2020																												
Remarks:																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>Procurement Manager</td> <td>M D</td> <td>Accounts – receiver of bill</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Sign:</td> <td>Neha</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>30/10/2020</td> <td>30/10</td> <td>01 NOV 2020</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager	Sign:	Neha							Date	30/10/2020	30/10	01 NOV 2020				
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager																								
Sign:	Neha																														
Date	30/10/2020	30/10	01 NOV 2020																												

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. 10,000/-, Purchase Manager or Procurement Manager to approve attachment'. 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude all bills from 10,000/- to 1,00,000/-. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

S. No. 2309

Date : 16/10/2020

Purchaser R.C. No. / GST No.

3 6 A C Q F S 2 0 4 4 C 1 Z 7

S. R. LIGHTS

846/4-3-2, R.P. ROAD, SECUNDERABAD - 3.

Ph : 040 66384943, 9000085444, e-mail : sevaram75@gmail.com

M.S.

SUMMIT SALES LLP

PO 71246

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

INWARD
No. 76479
Date. 2/11/0
Sign. 
INDIA PROPERTIES PVT. LTD.
SEC' BAD

INWARD			
Inward No:	15101	Dt:	21/10/20
MRN No:	84274	Dt:	22/10/20
Received By:		Sign:	81
SUMMIT SALES LLP			

Certified by:

Stores Manager

Rupees in words :

Rupees in words : Twenty Three
Thousand Ten Rupees only

Bank Details

YES BANK

A/c No. 041361900000335

IFS Code : YESB0000413 - Secunderabad Branch

Sale Against Central From C / D / H / F

✓	Total	19500	-	00
	CGST 9 %	1755	-	00
	SGST 9 %	1755	-	00
	IGST %			
	Grand Total	23010	-	00

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

[Signature]

Purchase Order

Page(s) 1 Of 1

12-10-2020 16:17:25



71246

10.10.20 12:26:27

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, Secunderabad-3

GSTIN 36AHMPR9714P1ZB

64594769

900008544/9246370769

Doc No	71246	168030
Doc Date	08-10-2020	
Quote No	Nil	
Quote Date	21-08-2018	
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.
Penalty 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

Name :

Contact

Accepted the above Terms And Conditions

For **S.R.Lights**

Name : _____

Date : __/__/__

Requisition Form

Company Name:	SLLP	Date:	6.10.2020
Site & Phase :	SHLLP	Time:	17.00
Supplier		Req. No.	168030
Material required before date:		ID No.	60502

No	Description	Size	Quantity	Units	Inward No	Date
1	GATE LIGHTS	SQUARE	30	NOS		
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

Remarks:FOR STOCK AND SITE PURPOSE

Prepared By	SOWMYA	Approved by	
Sign. & Date	6.10.2020	Sign. & Date	

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

