PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	30/10/2020	Prepared by:	NEHA
PO/WO no.	71317	PO / WO Date.	15/10/2020
Supplier Name	S.R. Lights	PO/WO amount	23,010/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	2318	22/10/2020	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.			~~84025~~ 84392	□ 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:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]	[signature]				
Date	30/10/2020	30/10					

APPROVED
01 NOV 2020
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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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. 2318

Date : 22 10 2020

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

M.S. SUMMIT SALES LLP PO 71317

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

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

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 70478 Date 27/10 Sign.

INWARD
Inward No: 15111 Dt: 24/10/20
MRN No: 84392 Dt: 24/10/20
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

Rupees in words : Twenty Three Thousand Ten Rupees 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

71317
10.10.20 12:34:48

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**	71317	168039
846/4-3-2, RP Road, Secunderbad-3	**Doc Date**	15-10-2020	
	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

Name : ____________________

Accepted the above Terms And Conditions

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

Name : ____________________

Date : __/__/____

Requisition Form

ompany Name:	SSLLP	Date:	10.10.20
ite & Phase :	SHLLP	Time:	16.00
upplier		Req. No.	168039
laterial required before date:		ID No.	60684

No	Description	Size	Quantity	Units	Inward No	Date
1	GATE LIGHTS	SQUARE	30	NOS		
2	71317					
3						
4						
5						
6						
7						
8						
9						
10				APPROVED 15 OCT 2020 MINISH PARIKH MANAGER PROCUREMENT		
11						
12						
13						

Remarks: FOR STOCK MAINTENANCE

Prepared By	SOWMYA	Approved by	
Sign.& Date	10.10.20	Sign. & Date	

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

P.T.O