PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/1/21	Prepared by:	PRABHAKAR
PO/WO no.	73915	PO / WO Date.	18/1/21
Supplier Name	S.R. Lights	PO/WO amount	7965-00
Firm/Company	Summit Deals LLP	Project	SHLLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1	2526	21/1/21	7965-00
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			7965-00

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			87819	☑ 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:	7965-00
Amount E – PO / WO value:	7965-00
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	~~28~~ 1/2/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]	APPROVED 02 FEB 2021 MINISH PARIKH				
Date		28/1/21					

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. No. 2526

S. R. LIGHTS

Date : 21 01 2021

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

Purchaser R.C. No. / GST No. 36ACOFS2044C1Z7

M.S. Summit Sales LLP (73915 168316)

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

S. No.	PARTICULARS	HSN Code	QTY.	RATE	AMOUNT Rs.	Ps.
1	Celling Light	9405	10	675	6750	00

INWARD
Inward No: 15694 Dt: 22-1-20
GRN No: 87819 Dt: 22/01/21
Received By: Sign:
SUMMIT SALES LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 7366
Date 27/1

Certified by:
Stores Manager

Rupees in words : Seven thousand Nine hundred Sixty five

Total	6750	00
CGST 9 %	607	50
SGST 9 %	607	50
IGST %		
Grand Total	7965	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

73915

16.01.21 10:36:44

 18-01-2021 3:06:30 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**	73915	168316
846/4-3-2, RP Road, Secunderbad-3	**Doc Date**	18-01-2021	
	Quote No	Nil	
GSTIN 36AHMPR9714P1ZB	**Quote Date**	18-01-2021	
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	4745 - Electrical - other - Wall Hanging Light - NA - nos *type 5*	10.00	675.00	0.00	18.00	7,965.00
			Total Order Value . . .			**7,965.00**

Rupees : Seven Thousand Nine Hundred Sixty Five Only.

Terms and Conditions :-

Specification /	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	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 : __/__/____

Purchase Order

73915

 18-01-2021 3:06:30 PM 16.01.21 10:36:44

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**	73915	168316
	Doc Date	18-01-2021	
	Quote No	Nil	
GSTIN 36AHMPR9714P1ZB	**Quote Date**	18-01-2021	
64594769 900008544/9246370769	**SupplyType**	Supply	

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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

Company Name:	Summit sales llp	Date:	16.1.2021
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168316
Material required before date:		ID No.	63147

No	Description	Size	Quantity	Units	Inward No	Date
1	THERMOCOL SHEET 73913		200	NOS		
2	T.V WIRE 73914		900	MTRS	-4.05	
3	AL SERVICE WIRE	7/20	500	MTRS		
4	WALL HUNG LIGHTS 73915	TYPE 5	10	NOS		
5						
6						
7						
8						
9						
11						
12						
13						

Remarks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	16.1.2021	Sign. & Date	

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

APPROVED BY
16 JAN 2021
SOHAM MODI
MANAGING DIRECTOR