PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	05/02/2021	Prepared by:	~~NEHA~~ MINISH.
PO/WO no.	73641	PO / WO Date.	08/01/2021.
Supplier Name	S.R. Lights.	PO/WO amount	7,965/-
Firm/Company	SSLLP.	Project	SHLLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1	2545.	30/01/2021	7,964/-
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			7964/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			88199.	☑ 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:	7,964/-
Amount E – PO / WO value:	7,965/-
Amount F – Difference (A – E): GST-18%	-1/-

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	06/02/2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			RECEIVED 05 FEB 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date		5/2					

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. 2545

Date : 30 01 2021

Purchaser R.C. No. / GST No. 36ACCQFS2044C1Z7

M.S. Summit Sales LLP PO 73641

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

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

INWARD
Inward No: 15735 Dt: 01-02-21
MRN No: 8899 Dt: 01/02/21
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

INWARD No. 14005

Rupees in words : Seven thousand Nine hundred sixty four only

Total	6750 - 00
CGST 9 %	607 - 50
SGST 9 %	607 - 50
IGST %	
Grand Total	7964 - 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

 08-01-2021 16:25:21 0

73641
09.01.21 11:04:30

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**	73641	168281
	Doc Date	08-01-2021	
	Quote No	Nil	
GSTIN 36AHMPR9714P1ZB	**Quote Date**	08-01-2021	
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 7*	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 / 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 : ____________________

Contact

Accepted the above Terms And Conditions

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

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	5.1.2021
Site & Phase :	Summit housing llp	Time:	11.00
Supplier		Req. No.	168281
Material required before date:		ID No.	62832

No	Description	Size	Quantity	Units	Inward No	Date
1	MCB	16A	48	NOS		
2	MCB	10A	48	NOS		
3	MCB	6A	48	NOS		
4	FP ISOLATOR	40A	12	NOS		
5	LED LIGHTS 73639	1'	20	NOS		
6	LED LIGHTS	2'	20	NOS		
7	LED LIGHTS	4'	20	NOS		
8	MODULAR PLATE	2M	90	NOS		
9	SOCKET	6A	300	NOS		
10	SWITCH	16A	100	NOS		
11	SOCKET	16A	100	NOS		
12	TV SOCKET		60	NOS		
13	TELEPHONE SOCKET		60	NOS		
14	FLOOD LIGHTS	30W	20	NOS		
15	WALLL HUNG LIGHTS 73641	TYPE 7	10	NOS		
16	BLANK PLATES		900	NOS		

Remarks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign.& Date	5.1.2021	Sign. & Date	

APPROVED BY
-7 JAN 2021
SOHAM MODI
MANAGING DIRECTOR

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