

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 15/02/2021		Prepared by: NEHA	
PO/WO no. 74415		PO / WO Date. 03/02/2021	
Supplier Name S.R. lights		PO/WO amount 31,860/-	
Firm/Company Sslp		Project SHLP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	2586	06/02/2021	31,860/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			31,860/-
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.			☐ 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:			31,860/-
Amount E – PO / WO value:			31,860/-
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		20/02/2021	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			15 FEB 2021
Date	15/02/2021	15/2	MINISH PARKH

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/-

Purchase Order

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From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7



74415

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Supplier Details			
S.R.Lights 846/4-3-2, RP Road, Secunderabad-3 GSTIN 36AHMPR9714P1ZB 64594769 900008544/9246370769	Doc No	74415	168352
	Doc Date	03-02-2021	
	Quote No	Nil	
	Quote Date	03-02-2021	
	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 4	20.00	675.00	0.00	18.00	15,930.00
2 4745 - Electrical - other - Wall Hanging Light - NA - nos Type 7	20.00	675.00	0.00	18.00	15,930.00
Total Order Value . . .					31,860.00
Rupees : Thirty One Thousand Eight Hundred Sixty 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
Penalty 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 : __/__/__

Company Name	Summit sales LLP				
Site & Phase	Summit Housing LLP				
Date	01-02-2021	Time	2:00 PM	Requisition No.	168352
Supplier				ID No.	63586
Material required before					
Sl. No.	Description	SIZE	QTY	Time: UNITS	
1.	Isolator 4 pole	40 amps	12	nos	
2.	Wall hung light - type 4		20	nos	
3.	Wall hung light- type 7		20	nos	
4.	Flood light	50 watts	08	nos	
5.	2 way modular plate		90	nos	
6.	Switch	6amps	60	nos	
Remarks: For sslp stock maintenance and site use					
Prepared By:	Neha	Approved By:			
Sign. & Date:	01-02-2021	Sign. & Date:			

✓

APPROVE

02 FEB 2021

SOHAM M
MANAGING DIR