PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 15/3/21 | Prepared by: | PRABHAKAR |
| PO/WO no. | 75235 | PO / WO Date. | 25/2/21 |
| Supplier Name | S.R. Lights | PO/WO amount | 7965-00 |
| Firm/Company | Summit Sales LLP | Project | SHLLP. |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 2630 | 4/3/21 | 7965-00 |
| 2 | | | |
| 3 | | | / |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 7965-00 |

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | / | / | 89764 ✓ | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |

| | |
|---|---|
| Amount B –Other Credits :_Transportation charges/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 | 22/3/21 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | | [signature] | [signature] | | | | |
| Date | | 15/3 | 16 MAR 2021 | | | | |

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. 2530

Date : 04 03 2021

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

M.S. Summit Sales LLP MG Road Sec Bad 75 235 16842

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

| S. No. | PARTICULARS | HSN Code | QTY. | RATE | AMOUNT Rs. | Ps. |
|---|---|---|---|---|---|---|
| 1 | Wall Hanging light +7 | 9405 | 10 | 675 | 6750 | 0 |

INWARD
MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No: 75191
Date: 9/3

INWARD
Inward No: 15967 Dt: 4/3/21
MRN No: 89764 Dt: 6/3/21
Received By:
Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

Rupees in words : Seven thousand Nine hundred sixty five only

| | |
|---|---|
| Total | 6750 - 0 |
| 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

 25-02-2021 3:42:24 PM

75235
25.02.21 10:26:00

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<br>846/4-3-2, RP Road, Secunderbad-3<br><br>**GSTIN** 36AHMPR9714P1ZB<br>64594769 900008544/9246370769 | **Doc No** | 75235 | 168422 |
| | **Doc Date** | 25-02-2021 | |
| | **Quote No** | Nil | |
| | **Quote Date** | 25-02-2021 | |
| | **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<br>*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 /** | 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **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 : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Summit sales llp | Date: | 22.2.2021 |
| Site & Phase : | Summit housing llp | Time: | 12.00 |
| Supplier | | Req. No. | 168422 |
| Material required before date: | | ID No. | 64255 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Wall hung lights 75235 | Type 7 | 10 | nos | | |
| 2 | Tube lights | 2' | 20 | nos | | |
| 3 | Tube lights 75234 | 4' | 20 | nos | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Remarks: Stock maintenance and site use

| | | | |
|---|---|---|---|
| Prepared By | NEHA | | |
| Sign.& Date | 22.2.2021 | Sign. & Date | |

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

APPROVED BY
24 FEB 2021
SOHAM MODI
MANAGING DIRECTOR