PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/12/21	Prepared by: Hemendra	HEMENDRA
PO/WO no.	83735	PO / WO Date.	18/12/21
Supplier Name	SR Light	PO/WO amount	23,010/-
Firm/Company	SS LLP	Project	SRLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	3210	22/12/21	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.	—	—	101073	□ 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	31/12/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 27 DEC 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date							

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. 3210

Date : 22 12 2021

S.R. LIGHTS

846/4-3-2, R.P. ROAD, SECUNDERABAD - 3.
Ph : 040-8886663135, e-mail : srlights@gmail.com

Purchaser R.C. No. / GST No.

M.S. Summit Sales LLP MG ROAD SEC BAD (83735 169267)

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

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

INWARD
Inward No: 17422 Dt: 22/12/21
MRN No: 101073 Dt: 23/12/21
Received By: Sign:
SUMMIT SALES LLP

Rupees in words : Twenty three thousand Ten 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

SUMMIT SALES LLP INWARD No: 8885 Date: 24/12 Sign: R.R. DIS

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

 21-12-2021 11:43:13 AM

83735
15.12.21 11:28:55

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**	83735	169267
846/4-3-2, RP Road, Secunderbad-3	**Doc Date**	18-12-2021	
	Quote No	NIL	
GSTIN 36AHMPR9714P1ZB	**Quote Date**	14-12-2021	
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	4581 - Electrical - other - Gate lamp - NA - nos *Sqare*	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 /	All items shall be of "United" brand, wall light, model no.365 with lamp, MS body, 4 sided.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad 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 maintainanace purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + Copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email

For *Summit Sales LLP*
Authorised Signatory

Name : ________

Accepted the above Terms And Conditions
For ***S.R.Lights***

Name : ________

Date : __/__/____

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	14-12-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169267
Material required before date:		ID No.	72144

S.No	Description	Size	Quantity	Units	Inward No	Date
1	MCB 83734.	10amps	48	Nos		
2	4 pole isolater	40amps	36	Nos		
3	Socket	6amps	300	Nos		
4	Gate Light square 83735		30	Nos		

Remarks: For Stock replenishing Purpose			
Prepared By	Bhavani		
Sign.& Date	14-12-2021	Sign. & Date	

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

APPROVED BY
14 DEC 2021
SOHAM MODI
MANAGING DIRECTOR