PURCHASE DIVISION
Advice for approval for credit to supplier

R

Date:	19/1/22	Prepared by	Sneha	Serial no.	1467
Supplier name	Reflections electricals pvt ltd			HO inward no.	
Firm/Company	Summit Sales LLP	Project	SHLLP	HO received date	
PO/WO date	5/1/22	PO/WO No.	84248	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3655	12/1/22	71,561/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	71,561/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 102227	Proof of delivery matches MRN ☑ 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:	71,561/-
Amount E – PO / WO value:	71,561.10/-
Amount F – Difference (A – E):	–
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	□ Yes □ No – wait for balance material □ Other
Payment – due date	24/1/22
Remarks:	final bill –

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Sneha	Prabhakar			
Sign:	Sneha	[signature]			
Date	19/1/22	APPROVED 20 JAN 2022 P. PRABHAKAR Sr. MANAGER PURCHASE			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

TAX INVOICE

Sales Invoice

Reflections Electricals Pvt Ltd. 5-4-187/7, M G Road & R P Road Junction Ranigunj, Secunderabad 500003 T.S Phone: 04027543785, 9705577776 GSTIN/UIN: 36AADCR2047Q1ZZ State Name : Telangana, Code : 36 E-Mail : reflections_hyderabad@yahoo.com	Invoice No.: **3655** Dated: **12-Jan-2022** Delivery Note: **913** Mode/Terms of Payment: **Against Delivery** Reference No. & Date.: **3655 dt. 12-Jan-2022** Other References: Buyer's Order No.: **84248/169311** Dated: **5-Jan-2022**
Consignee (Ship to) **Summit Sales LLP** 5-4-187/3&4, II Floor, M G Road, Secunderabad 500 003 GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Dispatch Doc No.: Delivery Note Date: **12-Jan-2022** Dispatched through: **Your Self** Destination: **Cherlapally**
Buyer (Bill to) **Summit Sales LLP** 5-4-187/3&4, II Floor, M G Road, Secunderabad 500 003 GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36 Place of Supply : Telangana	Terms of Delivery **Delivery at: Summit Housing LLP** **Cherlapally, Hyderabad**

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	**MCB 16A SP C Curve WM16ASPC**	853650	18 %	**48.0000 nos**	105.00	nos	**5,040.00**
2	**MCB 6A SP C Curve WM6ASPC**	853650	18 %	**96.0000 nos**	105.00	nos	**10,080.00**
3	**Isolator 40A FP WMISO40AFP**	853650	18 %	**24.0000 nos**	450.00	nos	**10,800.00**
4	**Venia Plate 8M(S) BP968S**	853810	18 %	**95.0000 nos**	87.00	nos	**8,265.00**
5	**Venia 6M Plate BP956**	853890	18 %	**120.0000 nos**	72.00	nos	**8,640.00**
6	**Venia 2M Plate BP922**	853890	18 %	**90.0000 nos**	33.00	nos	**2,970.00**
7	**Venia Co-Axial TV Socket B4797**	853669	18 %	**300.0000 nos**	49.50	nos	**14,850.00**
							60,645.00
	OUTPUT CGST						**5,458.05**
	OUTPUT SGST						**5,458.05**
	Less : ***Rounding Off***						**(-)0.10**
	Total			**773.0000 nos**			**₹ 71,561.00**

Amount Chargeable (in words) *E. & O.E*

INR Seventy One Thousand Five Hundred Sixty One Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
853650	25,920.00	9%	2,332.80	9%	2,332.80	4,665.60
853810	8,265.00	9%	743.85	9%	743.85	1,487.70
853890	11,610.00	9%	1,044.90	9%	1,044.90	2,089.80
853669	14,850.00	9%	1,336.50	9%	1,336.50	2,673.00
Total	**60,645.00**		**5,458.05**		**5,458.05**	**10,916.10**

Tax Amount (in words) : **INR Ten Thousand Nine Hundred Sixteen and Ten paise Only**

Date & Time :

Company's Bank Details
A/c Holder's Name : **Reflections Electricals Pvt Ltd.**
Bank Name : **State Bank of India**
A/c No. : **30033772668**
Branch & IFS Code : **M G Rod, Secunderabad & SBIN0003032**

Company's PAN : **AADCR2047Q**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Reflections Electricals Pvt Ltd.

Authorised Signatory

INWARD
Inward No: 17527 Dt: 13/01/22
MRN No: 102227 Dt: 14/01/22
Received By: Sign:
SUMMIT SALES LLP

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

TS10UA9758

SUMMIT SALES LLP R.R. DIST.
INWARD No: 59687 Date: 14/01 Sign:

Purchase Order

 18-01-2022 11:18:01

84248

5:44:07

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

Supplier Details			
Reflections Electricals Pvt. Ltd.,	**Doc No**	84248	169311
5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003	**Doc Date**	05-01-2022	
	Quote No	NIL	
GSTIN 36AADCR2047Q1ZZ 27540307	**Quote Date**	29-12-2021	
27543785.. 9849875767	**SupplyType**	Supply	

Kind Attn : MR.Shakib khan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4596 - Electrical - other - MCB - 16Amps - nos	48.00	105.00	0.00	18.00	5,947.20
2	4605 - Electrical - other - MCB - 6Amps - nos	96.00	105.00	0.00	18.00	11,894.40
3	4798 - Electrical - other - FP Isolator - NA - nos	24.00	450.00	0.00	18.00	12,744.00
4	4632 - Electrical - other - Modular Plate - 8way - nos	95.00	290.00	70.00	18.00	9,752.70
5	4631 - Electrical - other - Modular Plate - 6way - nos	120.00	240.00	70.00	18.00	10,195.20
6	4628 - Electrical - other - Modular Plate - 2 way - nos	90.00	33.00	0.00	18.00	3,504.60
7	4796 - Electrical - other - Modular TV Socket - NA - Nos *6amps*	300.00	49.50	0.00	18.00	17,523.00
	Total Order Value . . .					**71,561.10**

Rupees : Seventy One Thousand Five Hundred Sixty One and Paise Ten Only.

Terms and Conditions :-

Specification /	All items shall be of 'Wipro' brand,
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
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	10 years warranty.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Payment as per actual receipt of

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Contact . .

Accepted the above Terms And Conditions

For ***Reflections Electricals Pvt. Ltd.,***

Name : ____________

Date : __/__/____

	material. Above order for Stock replenishing 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 : ______________

Contact - -

Accepted the above Terms And Conditions

For ***Reflections Electricals Pvt. Ltd.,***

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	29-12-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169311
Material required before date:		ID No.	72631

S.No	Description	Size	Quantity	Units	Inward No	Date
1	MCB	16amps	48	nos		
2	MCB	6amps	96	nos		
3	4 pole isolator	40amps	24	nos		
4	Module plate 84248	8way	95	nos		
5	Module plate	6way	120	nos		
6	Module plate	2way	90	nos		
7	socket	6amps	300	nos		

Remarks: For stock replenishing purpose

Prepared By	Vanajakshi		APPROVED BY
Sign.& Date	29-12-2021	Sign. & Date	31 DEC 2021 SOHAM MODI MANAGING DIRECTOR

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