PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	21/1/22	Prepared by	Hemda	Serial no.	1707
Supplier name	SR Lights			HO inward no.	—
Firm/Company	SSLLP	Project	SHLLP	HO received date	—
PO/WO date	11/1/22	PO/WO No.	84437	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3266	18/1/22	30,680/-	☑ Yes □ No
2.			—	□ Yes □ No
3.			—	□ Yes □ No
4.			—	□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	30,680/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 102434	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:	30,680/-
Amount E – PO / WO value:	30,680/-
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	28/1/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Hemda	APPROVED			
Sign:		22 JAN 2022			
Date	21/1/22	MINISH PARIKH MANAGER PROCUREMENT			
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.

Retail INVOICE / CASH MEMO / BILL

ORIGINAL

GST : 36AHMPR9714P1ZB

S.R. LIGHTS

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

S. No. 3266

Date : 18 01 2022

Purchaser R.C. No. / GST No. 36ACCFS2044C1Z7

M.S. Summit Sales LLP (84437) 169336

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

S. No.	PARTICULARS	HSN Code	QTY.	RATE	AMOUNT Rs.	Ps.
	Gate lamp	9405	40	650	26000	00

INWARD
Inward No: 17548 Dt: 19/01/22
MRN No: 102434 Dt: 19/1/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 89924
Date: 21/01
Sign:
R.R. DIST.

Rupees in words : thirty thousand six hundred eighty only

Total	26000	00
CGST 9 %	2340	00
SGST 9 %	2340	00
IGST %		
Grand Total	30680	00

Bank Details
YES BANK
A/c No. 041361900000335
IFS Code : YESB0000413 - Secunderabad Branch

Sale Against Central From C / D / H / F

For S.R. Lights

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

Purchase Order

 13-01-2022 12:35:23 PM

84437
08.01.22 11:42:54

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**	84437	169336
	Doc Date	11-01-2022	
	Quote No	NIL	
GSTIN 36AHMPR9714P1ZB	**Quote Date**	03-01-2022	
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	40.00	650.00	0.00	18.00	30,680.00
					Total Order Value . . .	**30,680.00**

Rupees : Thirty Thousand Six Hundred Eighty 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 : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	03-01-2022
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00 AM
Supplier		Req. No.	169336
Material required before date:		ID No.	72853

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Surface Mounted Tube Light	2'	20	Nos		
2	Surface Mounted Tube Light 84435	4'	20	Nos		
3	MCB Wipro	16amps	48	Nos		
4	Module Plate Wipro	6	120	Nos		
5	Switch	6amps	600	Nos		
6	Blank Plate		900	Nos		
7	Square Gate Lights	84437.	40	Nos		

Remarks: For Stock Replenishing Purpose

Prepared By	Vanajakshi		APPROVED BY 07 JAN 2022
Sign.& Date	03-01-2022	Sign. & Date ✓	SOHAM MODI MANAGING DIRECTOR

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