PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/1/22	Prepared by	Harsha	Serial no.	1776
Supplier name	SR Lights			HO inward no.	
Firm/Company	SSLLP	Project	SRUP	HO received date	
PO/WO date	17/1/22	PO/WO No.	84583	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3273	20/1/22	17,346/-	☑ Yes □ No
2.			–	□ Yes □ No
3.			–	□ Yes □ No
4.			–	□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	17,346/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	102576	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:	17,346/-
Amount E – PO / WO value:	17,346/-
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	29/1/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Harsha				
Sign:		APPROVED 25 JAN 2022 MINISH PARIKH MANAGER PROCUREMENT			
Date	22/1/22				
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. 3273

Date : 20 01 2022

Purchaser R.C. No. / GST No.
36AHMPR9714P1ZB

M.S. Summit Sales LLP (84583) (169364)

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

S. No.	PARTICULARS	HSN Code	QTY.	RATE	AMOUNT Rs.	Ps.
1	Wall Lamp TYPE 3	9405	20	735	14700 -	00

INWARD
Inward No: 17566 Dt: 21/01/22
MRN No: 102576 Dt: 21/1/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 89969
Date: 22/01
Sign:
R.R. DIST

Rupees in words: Seventeen thousand three hundred fours Six

Total	14700 -	00
CGST 9 %	1323 -	00
SGST 9 %	1323 -	00
IGST %		
Grand Total	17,346 -	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

 18-01-2022 2:08:49 PM

84583
08.01.22 11:50:02

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**	84583	169364
846/4-3-2, RP Road, Secunderbad-3	**Doc Date**	17-01-2022	
	Quote No	NIL	
GSTIN 36AHMPR9714P1ZB	**Quote Date**	10-01-2022	
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	4745 - Electrical - other - Wall Hanging Light - NA - nos *Type-3*	20.00	735.00	0.00	18.00	17,346.00
					Total Order Value . . .	**17,346.00**

Rupees : Seventeen Thousand Three Hundred Fourty Six Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	GST 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	NI
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. above order For stock replenishing purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For *Summit Sales LLP*

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For *S.R.Lights*

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP		Date:		10.01.2022	
Site & Phase :	SSHLP		Time:		10:00	
Supplier			Req.No.		169364	
Material required before date:	10.01.2022		ID No.		72956	

No	Description	Size	Quantity	Units	Inward No	Date
1	Surface mounted tube light	1'	20	Nos	84582	
2	Surface mounted tube light	2'	20	Nos		
3	Surface mounted tube light	4'	20	Nos		
4	Light above main door	Type3	20	Nos	84583	

Remarks: For Stock Replenishing Purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	10..01..2022	Sign. & Date	

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

APPROVED BY
13 JAN 2022
SOHAM MODI
MANAGING DIRECTOR

APPROVED
18 JAN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE