PURCHASE DIVISION

Advice for approval for credit to supplier

E

Date:	31/01/2022	Prepared by	Ramya	Serial no.	185
Supplier name	Elegant Enterprises			HO inward no.	
Firm/Company	SSLLP	Project	H.O	HO received date	
PO/WO date	21.01.2022	PO/WO No.	84758	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	EE2122-0489	21/01/2022	1,859.00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,859.00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 103004 — 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:	1,859.00
Amount E – PO / WO value:	~~84758~~ 1,858.50
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	07/02/2022
Remarks:	– Final Bill –

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:	R				
Date	31/01/2022				
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.

GSTIN: 36AJBPK0412E1ZY	☐ Orignal for Receipient	☐ Duplicate for Supplier / Transporter	☑ Triplicate for Supplier	GST INVOICE CASH | CREDIT

Elegant Enterprises

5-4-187/7/3, Karbala Maidan, M. G. Road, Secunderabad-500003
Phone: 040- 6638-5358, E-mail address: eleganthyd@hotmail.com

Preventers I Annunciators I Switchgears I Starters I Wires & Cables I Capacitors I Panel & Cable Accessories I Oil Seals
Step Down Transfromers I L.E.D Lights I Earthing Equipiments I Carbon Brushes I PVC Insulation Tapes I Lugs I Spares

Reverse Charge :	Nil	Transportation Mode :	Not Applicable
Invoice Number :	EE2122-0489	Vehicle/LR Number :	Not Applicable
Invoice Date :	21 January 2022	Date of Supply :	21 January 2022
State :	Telangana — State Code : 36	Place of Supply :	Hyderabad

Details of Buyer I Billed to:

Name : M/s Summit Sales LLP
Address : 5-4-187/3 & 4, 2nd Floor, Soham Mansion,
Mahatma Gandhi Road,
Secunderabad - 500003
GSTIN : 36ACQFS2044C1Z7
State : Telangana — State Code : 36

Delivery Challan No. : Not Applicable — Date : - x -
Purchase Order No. : 84758 — Date : 21.01.2022
Delivery Location : Head Office, M. G. Road, Secunderabad
Term of Payment : ☐ Against Delivery ☐ Against Proforma Invoice ☑ Within 30 days from date of Invoice.

Sl. No.	Description of Goods	HSN/SAC	Quantity	UoM	CGST %	SGST %	IGST %	Rate	Amount
1	Anchor 6A 4 Universal Socket & Indiviual Switch Spike Guard 4Mtrs-22569	85369090	3.00	No's	9.00	9.00	0.00	525.00	1575.00

INWARD
No: 736 Dt: 25/1/22
No: 103004 Dt:
Received By: Somaraju Sign:
MODI PROPERTIES

Total Invoice Amount in Words:
Rupees: One Thousand Eight Hundred Fifty Nine Only.

Total Amount Before Tax:		1,575.00
Add : C G S T	:	141.75
Add : S G S T	:	141.75
Add : I G S T	:	0.00
R/o + Transportation	:	0.50
Total Amount	:	Rs. 1,859.00

Our Bank Details:

Name of the Bank : HDFC Bank — Account No. : 50200009719725
Branch Address : Paradise, S.D. Road, Sec-Bad-3 — IFS Code : HDFC0000042

Receiver's Seal and Signature with Name & Mobile Number

Terms and Conditions :
1. Goods once sold will not be taken back of exchanged
2. Interest at 24% P. A. will be charged affter .... Days.
3. Our risk & responsibility cease on the delivery of goods.
4. All disputes are subject to Secunderabad Jurisdiction
5. We declare that this invoice shows the actual price of the goods described and that all particulars are true & correct.

IN WARD No: 90122 Date: 25/01
SUMMIT SALES LLP R.R. DIST.

for Elegant Enterprises
Authorised Signatory

E & O. E

** Guarantee & Warranty Voids if Proper Earth Connection is not given to LED Light Fixtures.
**No Guarantee & Warranty on Breakages & Burnout.

Material Duly Checked By and Delivered to: Mr.
Eway Bill No. Not Applicable Dated: Not Applicable

Head Office : Block - A ' 413 ' Shanti Bagh Apartments, 7 - 1 - 3, Begumpet, Hyderabad - 500016

Purchase Order

 21-01-2022 2:08:05 PM Origi

84758
08.01.22 11:53:28

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

Supplier Details			
Elegant Enterprises	**Doc No**	84758	183379
5-4-187/7/3,Karbala Maidan, M.G.Road, Secunderbad-500003.	**Doc Date**	21-01-2022	
	Quote No	NIL	
GSTIN 36AJBPK0412E1ZY	**Quote Date**	18-01-2022	
66385358 9985113450/9885073880	**SupplyType**	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4646 - Electrical - other - Spike buster - NA - nos	3.00	525.00	0.00	18.00	1,858.50
					Total Order Value . . .	**1,858.50**

Rupees : One Thousand Eight Hundred Fifty Eight and Paise Fifty 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	Next Working Day.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 HO Office use 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 : ____________

Name : ____________

Accepted the above Terms And Conditions

For ***Elegant Enterprises***

Date : __/__/__

Requisition Form

Company Name:	Summit Sales LLP Common Expenses	Date:	18.01.2022
Site & Phase :	Head Office	Time:	04:20 pm
		Req. No.	183379
Material required before date:		ID No.	73085

No	Description	Size	Quantity	Units	Inward No	Date
01	Extension box – 4 plug 84758		03	No's		
02	Laptop mouse 84760		02	No's		

Remarks: For Office use –			
Prepared By	Jai Kumar	Approved by	
Sign.& Date	18.01.2022	Sign.& Date	

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

APPROVED
2 0 JAN 2022