PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/2/22	Prepared by	Heda	Serial no.	2221
Supplier name	SR Light			HO inward no.	
Firm/Company	SSLLP	Project	SLLP	HO received date	
PO/WO date	9/2/22	PO/WO No.	85378	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3310	9/2/22	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.:	103948	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	26/2/22		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Heda				
Sign:		19 FEB 2022			
Date	19/2				
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. 3310

Date : 09 02 2022

Purchaser R.C. No. / GST No. 36ACOFS2044C1Z7

M.S. Summit Sales LLP 5-4-187/MG SEC BAD 500003 (85378) (169453)

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

S. No.	PARTICULARS	HSN Code	QTY.	RATE	AMOUNT Rs.	Ps.
1	Hall Lamp Typ-3	9405	20	735	14700 –	0

INWARD
Inward No: 17727 Dt: 17/2/22
ARN No: 103948 Dt: 19/2/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP IN WARD No: 91326 Date: 19/2 Sign: R.R. DIST.

Rupees in words : Seventeen thousand three hundred forty six only

Total	14700 –	00
CGST 9 %	1323 –	00
SGST 9 %	1323 –	00
IGST %		
Grand Total	17346 –	00

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

Sale Against Central From C / D / H / F

S.R. LIGHT 4-3-2, R.P. ROAD, SECUNDERABAD-3. TELANGANA

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

 10-02-2022 12:42:50 PM Origi

85378
31.01.22 4:53:35

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**	85378	169453
846/4-3-2, RP Road, Secunderbad-3	**Doc Date**	09-02-2022	
	Quote No	NIL	
GSTIN 36AHMPR9714P1ZB	**Quote Date**	07-02-2022	
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	Inclusive of all taxes
Delivery Date	Within 7 days
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 purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***
Authorised Signatory

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

Name : ______________ Name : ______________ Date : __/__/____

Contact - -

Requisition Form

Company Name:	SSLLP	Date:	07.02.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169453
Material required before date: 10.01.2022		ID No.	73690

No	Description	Size	Quantity	Units	Inward No	Date
1	Surface mounted tube light	1'	20	Nos		
2	Surface mounted tube light	4'	20	Nos	85379	
3	Light above main door	Type-3	20	Nos	85378	
4	Distribution box	4way	15	Nos	85377	

Remarks: For stock Replenishing purpose

Prepared By	N.Vanajakshi	Approved by	APPROVED BY
Sign.& Date	07.02..2022	Sign. & Date	09 FEB 2022 SOHAM MODI MANAGING DIRECTOR

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