PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	19/2/22	Prepared by	Hoda	Serial no.	2222
Supplier name	SR Lights			HO inward no.	
Firm/Company	SSLLP	Project	Shlep	HO received date	
PO/WO date	1/2/22	PO/WO No.	85084	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3309	9/2/22	24,603/-	☑ Yes ☐ No
2.			–	☐ Yes ☐ No
3.			–	☐ Yes ☐ No
4.			–	☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	24,603/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	103947	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:	24,603/-
Amount E – PO / WO value:	24,603/-
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:	Hoda				
Sign:	[signature]	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**

GSTIN : 36AHMPR9714P1ZB

S.R. LIGHTS

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

S. No. 3309

Date : 09 02 2022

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

M.S. Summit Sales LLP (MG Road Secunderabad 500003)

RR/GR No. PO - 85084 Date........ Goods through........ Freight........ Weight........

S. No.	PARTICULARS	HSN Code	QTY.	RATE	AMOUNT Rs.	Ps.
1	Wall Light T3	9405	10	735	7350-	00
2	Wall Light T4	9405	10	675	6750-	00
3	Wall Light T5	9405	10	675	6750-	0

INWARD
Inward No: 17726 Dt: 17/2/22
MRN No: 103947 Dt: 19/2/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 9/325 Date: 19/2 Sign:

Rupees in words : Twenty four thousand Six hundred three only

Total	20850-00
CGST 9 %	1876-50
SGST 9 %	1876-50
IGST %	
Grand Total	24603-00

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

Sale Against Central From C / D / H / F

S.R. LIGHTS 846 4-3-2, R.P. ROAD, SECUNDERABAD-500 003.

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

For S.R. Lights

Purchase Order

85084
31.01.22 4:50:16

 05-02-2022 12:20:16

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**	85084	169399
846/4-3-2, RP Road, Secunderbad-3	**Doc Date**	01-02-2022	
	Quote No	NIL	
GSTIN 36AHMPR9714P1ZB	**Quote Date**	24-01-2022	
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*	10.00	735.00	0.00	18.00	8,673.00
2	4745 - Electrical - other - Wall Hanging Light - NA - nos *Type-4*	10.00	675.00	0.00	18.00	7,965.00
3	4745 - Electrical - other - Wall Hanging Light - NA - nos *Type-5*	10.00	675.00	0.00	18.00	7,965.00
					Total Order Value . . .	**24,603.00**

Rupees : Twenty Four Thousand Six Hundred Three 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

Name : 05/02/2022

Accepted the above Terms And Conditions

For ***S.R.Lights***

Name : ________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	24.01.2022
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169399
Material required before date:	10.01.2022	ID No.	73256

No	Description	Size	Quantity	Units	Inward No	Date
1	Light above main door	Type-3	10	Nos		
2	Hanging light for ceiling	Type-4	10	Nos		
3	Ceiling light for kitchen ,bathroom &balcony	Type-5	10	Nos		

Remarks: For Stock Replenishing Purpose

Prepared By	N.Vanajakshi	Approved by	APPROVED BY 25 JAN 2022 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	24.01..2022	Sign. & Date	

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

85084

755 + 18