(6)

PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 19/2/22 | Prepared by | Sneha | Serial no. | 2251 |
| Supplier name | Sri Ambe electricals | | | HO inward no. | |
| Firm/Company | SSLLP | Project | SHLLP | HO received date | |
| PO/WO date | 9/2/22 | PO/WO No. | 85377 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 1488 | 17/2/22 | 37,524/- | □ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 37,524/- |
| Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |
| MRN nos.: 103952 | 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: | 37,524/- |
| Amount E – PO / WO value: | 37,524/- |
| 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 | 28/2/22 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Sneha | APPROVED Prabhakar | | | |
| Sign: | Sneha | 19 FEB 2022 | | | |
| Date | 19/2/22 | P. PRABHAKAR SR. MANAGER PURCHASE | | | |
| 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.

## TAX INVOICE

*(ORIGINAL FOR RECIPIENT)*

| | | |
|---|---|---|
| **Sri Ambe Electricals**<br>5-2-32 to 34/b, Plot No.97<br>Sri Sai's Oxford Terrace,<br>R.P Road, Opp Gujarati High School,<br>Secunderabad.<br>GSTIN/UIN: 36AAZPL0425H1ZH<br>State Name : Telangana, Code : 36<br>E-Mail : sriambeelectricals@gmail.com | Invoice No.<br>**1488**<br>Delivery Note<br><br>Supplier's Ref. | Dated<br>**17-Feb-2022**<br>Mode/Terms of Payment<br><br>Other Reference(s) |
| Consignee<br>**SUMMIT SALES LLP**<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra<br>GSTIN/UIN : 36ACQFS2044C1Z7<br>State Name : Telangana, Code : 36 | Buyer's Order No.<br>**85377/169453**<br>Despatch Document No.<br><br>Despatched through | Dated<br>**9-Feb-2022**<br>Delivery Note Date<br><br>Destination |
| Buyer (if other than consignee)<br>**SUMMIT SALES LLP**<br>5-4-187/3&4,II ND FLOOR<br>M G ROAD, SECUNDERABAD<br>GSTIN/UIN : 36ACQFS2044C1Z7<br>State Name : Telangana, Code : 36 | Terms of Delivery | |

| Sl No. | Description of Goods | HSN/SAC | Quantity | Rate | per | Disc. % | Amount |
|---|---|---|---|---|---|---|---|
| 1 | **R-TPN04 WAY MD DB** | 85371000 | **20 nos** | 1,590.00 | nos | | **31,800.00** |
| | ***CGST*** | | | | | | **2,862.00** |
| | ***SGST*** | | | | | | **2,862.00** |
| | Total | | **20 nos** | | | | **Rs. 37,524.00** |

Amount Chargeable (in words) *E. & O.E*

**INR Thirty Seven Thousand Five Hundred Twenty Four Only**

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| 85371000 | 31,800.00 | 9% | 2,862.00 | 9% | 2,862.00 | 5,724.00 |
| **Total** | **31,800.00** | | **2,862.00** | | **2,862.00** | **5,724.00** |

Tax Amount (in words) : **INR Five Thousand Seven Hundred Twenty Four Only**

Company's Bank Details
Bank Name : **Yes Bank Ltd**
A/c No. : **009786900000484**
Branch & IFS Code : **BEGUMPET & YESB0000097**

Company's PAN : **AAZPL04H1**

Declaration
(1) Goods once sold will be not returned.
(2) Subjict to Secunderebad jurisdiction

**for Sri Ambe Electricals**

For SRI AMBE ELECTRICALS
Proprietor

Authorised Signatory

This is a Computer Generated Invoice

INWARD
Inward No: 19731 Dt: 17/2/22
MRN No: 103952 Dt: 19/2/2
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 91330
Date: 19/2
Sign:

# Purchase Order

 14-02-2022 10:57:32 AM

85377

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** | | | |
|---|---|---|---|
| Sri Ambe Electricals | **Doc No** | 85377 | 169453 |
| Plot no-97,Sri Sai Oxford Terrace R.P.Road,Secunderabad-500003 | **Doc Date** | 09-02-2022 | |
| | **Quote No** | NIL | |
| **GSTIN** 36 | **Quote Date** | 07-02-2022 | |
| 7702963535 7702963535 | **SupplyType** | Supply | |

**Kind Attn : Hari Prasad/ Subba Reddy**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 4547 - Electrical - other - Distribution Board - 3 Phase - nos<br>*4 Way* | 20.00 | 1,590.00 | 0.00 | 18.00 | 37,524.00 |
| | | | **Total Order Value . . .** | | | **37,524.00** |

Rupees : Thirty Seven Thousand Five Hundred Twenty Four Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | All items shall be of 'ABB' brand, Classiq series. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | Next Day. |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality For Delay** | Nil |
| **Transportation** | Transport cost shall be borne by us. |
| **Warranty** | 10 years warranty. |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications.Payment as per actual receipt of material. Above order for stock replenishing 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 ***Sri Ambe Electricals***

Name : ______________________

Date : __/__/____

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 |

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

BOHAM MODI
MANAGING DIRECTOR