PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 28/2/22 | Prepared by | Monika | Serial no. | 2518 |
| Supplier name | Reflections Electricals pvt Ltd | | | HO inward no. | |
| Firm/Company | SShhp | Project | SHhhp | HO received date | |
| PO/WO date | 17/2/22 | PO/WO No. | 85644 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 4246 | 24/2/22 | 33,353/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 33,353/- |
| Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |

| | | | |
|---|---|---|---|
| MRN nos.: | 104169 | 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: | 33,353/- |
| Amount E – PO / WO value: | 33,353/- |
| 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 | 7/3/22 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Monika | | | | |
| Sign: | Monika | | | | |
| Date | 28/2/22 | | | | |
| 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.

# TAX INVOICE

Sales Invoice

| | | |
|---|---|---|
| **Reflections Electricals Pvt Ltd.**<br>5-4-187/7, M G Road & R P Road Junction<br>Ranigunj, Secunderabad 500003 T.S<br>Phone: 04027543785, 9705577776<br>GSTIN/UIN: 36AADCR2047Q1ZZ<br>State Name : Telangana, Code : 36<br>E-Mail : reflections_hyderabad@yahoo.com | Invoice No.<br>**4246** | Dated<br>**24-Feb-2022** |
| | Delivery Note<br>**1056** | Mode/Terms of Payment<br>**Against Delivery** |
| | Reference No. & Date.<br>**4246 dt. 24-Feb-2022** | Other References |
| Consignee (Ship to)<br>**Summit Sales LLP**<br>5-4-187/3&4, II Floor, M G Road, Secunderabad 500 003<br>GSTIN/UIN : 36ACQFS2044C1Z7<br>State Name : Telangana, Code : 36 | Buyer's Order No.<br>**85644/169478** | Dated<br>**17-Feb-2022** |
| | Dispatch Doc No. | Delivery Note Date<br>**24-Feb-2022** |
| | Dispatched through<br>**Your Self** | Destination<br>**Cherlapally** |
| Buyer (Bill to)<br>**Summit Sales LLP**<br>5-4-187/3&4, II Floor, M G Road, Secunderabad 500 003<br>GSTIN/UIN : 36ACQFS2044C1Z7<br>State Name : Telangana, Code : 36<br>Place of Supply : Telangana | Terms of Delivery | |

| Sl No. | Description of Goods | HSN/SAC | GST Rate | Quantity | Rate | per | Amount |
|---|---|---|---|---|---|---|---|
| 1 | **MCB 16A SP C Curve WM16ASPC** | 853650 | 18 % | **48.0000 nos** | 105.00 | nos | **5,040.00** |
| 2 | **MCB 10A SP C Curve WM10ASPC** | 853650 | 18 % | **48.0000 nos** | 105.00 | nos | **5,040.00** |
| 3 | **MCB 6A SP C Curve WM6ASPC** | 853650 | 18 % | **48.0000 nos** | 105.00 | nos | **5,040.00** |
| 4 | **Isolator 40A FP WMISO40AFP** | 853650 | 18 % | **12.0000 nos** | 450.00 | nos | **5,400.00** |
| 5 | **LED Batten 5W 6500K D530565** | 940540 | 12 % | **20.0000 nos** | 190.00 | nos | **3,800.00** |
| 6 | **LED Batten 20W 6500K D532065** | 940540 | 12 % | **20.0000 nos** | 218.00 | nos | **4,360.00** |
| | | | | | | | 28,680.00 |
| | ***OUTPUT CGST*** | | | | | | **2,336.40** |
| | ***OUTPUT SGST*** | | | | | | **2,336.40** |
| | ***Rounding Off*** | | | | | | **0.20** |
| | Total | | | **196.0000 nos** | | | **₹ 33,353.00** |

INWARD
Inward No: 17762 Dt: 24/2/22
MRN No: 104169 Dt: 24/2/22
Received By: Sign:
SUMMIT SALES LLP

9246364748

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

**INR Thirty Three Thousand Three Hundred Fifty Three Only**

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| 853650 | 20,520.00 | 9% | 1,846.80 | 9% | 1,846.80 | 3,693.60 |
| 940540 | 8,160.00 | 6% | 489.60 | 6% | 489.60 | 979.20 |
| **Total** | **28,680.00** | | **2,336.40** | | **2,336.40** | **4,672.80** |

Tax Amount (in words) : **INR Four Thousand Six Hundred Seventy Two and Eighty paise Only**

Date & Time :

Company's Bank Details
A/c Holder's Name : **Reflections Electricals Pvt Ltd.**
Bank Name : **State Bank of India**
A/c No. : **30033772668**
Branch & IFS Code : **M G Rod, Secunderabad & SBIN0003032**

Company's PAN : **AADCR2047Q**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

**for Reflections Electricals Pvt Ltd.**

REFLECTIONS ELECTRICALS PVT. LTD. SEC'BAD

Authorised Signatory

SUMMIT SALES LLP R.R. DIST.
INWARD No: 91607
Date: 25/2
Sign:

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

# Purchase Order

 28-02-2022 15:41:59

85644
14.02.22 2:32:33

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

| **Supplier Details** | | | |
|---|---|---|---|
| Reflections Electricals Pvt. Ltd., | **Doc No** | 85644 | 169478 |
| 5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003 | **Doc Date** | 17-02-2022 | |
| | **Quote No** | NIL | |
| **GSTIN** 36AADCR2047Q1ZZ 27540307 | **Quote Date** | 14-02-2022 | |
| 27543785.. 9849875767 | **SupplyType** | Supply | |

**Kind Attn : MR.Shakib khan**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 4596 - Electrical - other - MCB - 16Amps - nos | 48.00 | 105.00 | 0.00 | 18.00 | 5,947.20 |
| 2 | 4603 - Electrical - other - MCB - 10Amps - nos | 48.00 | 105.00 | 0.00 | 18.00 | 5,947.20 |
| 3 | 4605 - Electrical - other - MCB - 6Amps - nos | 48.00 | 105.00 | 0.00 | 18.00 | 5,947.20 |
| 4 | 4798 - Electrical - other - FP Isolator - NA - nos | 12.00 | 450.00 | 0.00 | 18.00 | 6,372.00 |
| 5 | 4746 - Electrical - other - LED Lights - NA - nos 1' | 20.00 | 190.00 | 0.00 | 12.00 | 4,256.00 |
| 6 | 4663 - Electrical - other - Tubelight fitting - 4ft - nos | 20.00 | 218.00 | 0.00 | 12.00 | 4,883.20 |
| | | | | **Total Order Value . . .** | | **33,352.80** |

Rupees : Thirty Three Thousand Three Hundred Fifty Two and Paise Eighty Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | All items shall be of 'Wipro' brand. |
| **Payment Terms** | Within 7 days of delivery. |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | Within 3days |
| **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** | 5 yrs |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. 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 ***Reflections Electricals Pvt. Ltd.,***

Name : ____________________

Date : __/__/____

# Requisition Form

| Company Name: | SSLLP | Date: | 14.02.2022 |
|---|---|---|---|
| Site & Phase : | SSHLP | Time: | 10:00 |
| Supplier | | Req.No. | 169478 |
| Material required before date: | 10.01.2022 | ID No. | 73875 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | MCB | 16amps | 48 | Nos | | |
| 2 | MCB 85644 | 10amps | 48 | Nos | | |
| 3 | MCB | 6amps | 48 | Nos | | |
| 4 | Isolater | 40amps | 12 | Nos | | |
| 5 | Distribution box | 4way | 20 | Nos | | |
| 6 | Distribution box 85647 | 6way | 15 | Nos | | |
| 7 | Surface mounted tube light | 1' | 20 | Nos | | |
| 8 | Surface mounted tube light | 4' | 20 | Nos | | |

Remarks: For Stock Repleneshing purpose

| Prepared By | N.Vanajakshi | Approved by | APPROVED BY 16 FEB 2022 SOHAM MODI MANAGING DIRECTOR |
|---|---|---|---|
| Sign.& Date | 14.02..2022 | Sign. & Date | |

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