

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 11/3/22		Prepared by: Heda		Serial no.	
Supplier name: Reflection Electrical Pvt Ltd		Project: SHUP		HO inward no. 7692	
Firm/Company: SHUP		PO/WO No. 85878		HO received date	
PO/WO date: 24/2/22		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	4297	28/2/22	17,561/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 17,561/-

Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos: 104358	Proof of delivery matches MRN	☒ Yes ☐ No
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Amount B – Other Credits : Transportation charges

Amount C – Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier:

Amount E – PO / WO value: 17,561/-

Amount F – Difference (A – E): 17,561/-

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	8/3/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Heda				
Sign:					
Date	11/3				
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.

Purchase Order

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25-02-2022 10:30:10 AM



85878

14.02.22 2:36:59

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.,
5-4-187/6, P.M. Modi Complex Ist Floor, M.G. Road, Sec-Bad -500 003

GSTIN 36AADCR2047Q1ZZ 27540307
27543785.. 9849875767

Doc No	85878	169502
Doc Date	24-02-2022	
Quote No	NIL	
Quote Date	21-02-2022	
SupplyType	Supply	

Kind Attn : MR.Shakib khan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4746 - Electrical - other - LED Lights - NA - nos 1'	20.00	190.00	0.00	12.00	4,256.00
2 4662 - Electrical - other - Tubelight fitting - 2ft - nos	20.00	214.00	0.00	12.00	4,793.60
3 4663 - Electrical - other - Tubelight fitting - 4ft - nos	20.00	218.00	0.00	12.00	4,883.20
4 4062 - Consumables - Torch light - Big - nos	5.00	615.00	0.00	18.00	3,628.50
Total Order Value . . .					17,561.30

Rupees : Seventeen Thousand Five Hundred Sixty One and Paise Thirty 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
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penalty 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:		21.02.2022	
Site & Phase :		SSHLP		Time:		1:00	
Supplier				Req.No.		169502	
Material required before date:					ID No.		734129
No	Description	Size	Quantity	Units	Inward No	Date	
1	Surface mounted tube light	1'	20	Nos			
2	Surface mounted tube light	2'	20	Nos			
3	Surface mounted tube light	4'	20	Nos			
4	Torch light	Big	5	Nos			
Remarks: For Stock Replenishing purpose							
Prepared By		N.Vanajakshi		Approved by			
Sign.& Date		21.02..2022		Sign. & Date			

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

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