PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6/4/22	Prepared by	Monani	Serial no.	2864
Supplier name	Rebill Zone			HO inward no.	
Firm/Company	SSLLP	Project	HO	HO received date	
PO/WO date	31/3/22	PO/WO No.	87081	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3535	31/3/22	1,239/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,239/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.:	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:	1,239/-
Amount E – PO / WO value:	1,239/-
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	11/4/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monani	Prabhakar			
Sign:	Monani	[signature]			
Date	6/4/22	07 APR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
P. PRABHAKAR
Sr. MANAGER PURCHASE

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

- Laser Toners
- Ink Jets
- Ribbons
- Xerox Cartridges

Refill Zone

The Complete Refilling & Printer Solutions...

Cell: 9908271234

223, 2nd Floor, Kubera Towers, Narayanguda, Hyderabad-500029.
E-mail: refillzone1234@gmail.com

GSTIN No : 36AMEPB3612K1ZD

Invoice No: 3535 Invoice Date : 31/3/22 PO. No. DC No.

State: TELANGANA STATE CODE : 36

Bill to

M/s. Summit Sales LLP

Address : RamGunj

GSTIN : 36ALDFC2044C1Z7. STATE CODE : 36

Shift to:

Sl. No.	Name of Product / Service	HSN Code	QTY	RATE	AMOUNT Rs.	Ps.
1.	Refilling B/T HP-12AT/R		2	200	400	00
2.	Refilling C/T					
3.	INKJET B/R					
4.	INKJET C/R					
5.	Toner Drum/C HP-12AD/L		1	300	300	00
6.	Wiper Blade/c HP-12AWB/L/1+HP-12ADB/L/1		2	100	200	00
7.	Doctor Blade /C					
8.	Others HP-12AMAG/L		2	150	150	00

INWARD 8443
Inward No: 878 Dt: 31/3/22
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

SUMMIT SALES LLP R.R. DIST.
INWARD No: 92946 Date: 4/4/22 Sign:

TOTAL AMOUNT BEFORE TAX :	1050.00
ADD : CGST : 9%	94.50
ADD : SGST : 9%	94.50
ADD IGST : 18%	/
TOTAL AMOUNT AFTER TAX :	1239

Total Invoice Amount in Words : Twelve Hundred Thirty Nine Rupees Only

Bank Details :
Bank Name : Andhra Bank (Srinivasapuram Br.)
Bank Account Number : 111011100000964
Bank Branch IFSC Code : ANDB0001110

Terms and Conditions :
E & O. E
1. Goods once sold will not be taken back.
2. Interest @ 24% p.a. be charged if the payment is not made with in the stipulated time.
3. Subject to "Telangana" Jurisdiction only.

REFILL ZONE 9908271234 HYD-13
(Common Seal)

Certified that the particulars given above are true and correct.

FOR Refill Zone

Authorised Signatory

Purchase Order

 06-04-2022 12:12:09

87081
04.04.22 1:33:42

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

Supplier Details			
Refill Zone	**Doc No**	87081	183463
#223, 2nd floor, Kubera Towers, Naryanguda,Hyderbad-29.	**Doc Date**	31-03-2022	
	Quote No	Nil	
GSTIN 36AMEPB3612K1ZD	**Quote Date**	31-03-2022	
65817414 9908271234	**SupplyType**	Supply	

Kind Attn : Mr.Venki

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3523 - Computers and Peripherals - Toner refill - NA - nos *HP 12A*	2.00	200.00	0.00	18.00	472.00
2	3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	300.00	0.00	18.00	354.00
3	3530 - Computers and Peripherals - Toner Magnet - Other - nos *blade*	2.00	100.00	0.00	18.00	236.00
4	3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	150.00	0.00	18.00	177.00
					Total Order Value . . .	**1,239.00**

Rupees : One Thousand Two Hundred Thirty Nine 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	Same Day
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 HO 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 invoices 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 : ____________

Name : ____________

Accepted the above Terms And Conditions

For ***Refill Zone***

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	31-03-2022
Site & Phase :	Head Office	Time:	~~183463~~
Supplier		Req. No.	183463
Material required before date:		ID No.	75253

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner refilling		2	Nos		
2	12A toner drum		1	No		
3	12 A Blade		2	Nos		
4	12A Magnet		2	Nos		
5						
6	87081					
7						
8						
9						
10						

Remarks: This is for Head Office

Prepared By	Suneel	Approved by	
Sign.& Date	31-03-2022	Sign. & Date	

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