PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	5/05/22	Prepared by	Vanajathi P	Serial no.	
Supplier name	Swetha Computers Headoffice			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	21/04/22	PO/WO No.	87589	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	00003366	2/05/22	7,400/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A Bills total (Excluding Transport & Hamali Charges):	7,400/-
Proof of delivery by way of: ☐ DC's/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:	7,400/-
Amount E – PO / WO value:	7,400/-
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	9/05/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajathi P				
Sign:	[signature]				
Date	5/05/22				
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

☐ Original for Recepient ☐ Triplicate for Supplier
☐ Duplicate for Transporter ☐ Extra Copy

SHWETA COMPUTERS

SHOP NO. 1,2,3 AND 4, GROUND FLOOR , CHENOY TRADE CENTRE ,
PARKLANE ,SECUNDERABADTELANGANAHYDERABAD 500003
State Name 36 - Telangana
Phone:040-66143437,66143438,66143439,
Email:Shwetacomputers@shwetagroup.com
GSTIN:36ACUFS2935A1ZZ
PAN:ACUFS2935A

Bill To :
SUMMIT SALES LLP
9502516262
5-4-187 / 3 AND 4, 3RD FLOOR, SOHAM MANSION, M.G ROAD,
SECUNDERABAD, Ranga Reddy, Telangana, 500003
HYDERABAD - 500003
State : 36 - Telangana
P. O NO: 87589 CH NO: 580201

Ship to:

Invoice No. : 00003366
Invoice Date : 02/05/2022
GSTIN : 36ACQFS2044C1Z7
PAN : ACQFS2044C

SR : PAWAN JHANWAR
IRN : c493c2169ba6154fb6907f2e7f8ed95ac32ef125dc9197c220ba2a47ebcbca34

Sl	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST		SGST		IGST	
							%	Amt	%	Amt	%	Amt
1	HDD 480 GB SSD KINGSTONE	85235100	1	4500.00	3813.56	3813.56	9.00	343.22	9.00	343.22	0.00	0.00
2	HDD 240 GB SSD KINGSTON (8523)	85235100	1	2750.00	2330.51	2330.51	9.00	209.75	9.00	209.75	0.00	0.00
3	MOUSE OPTICAL ZEBRONICS	84716060	1	150.00	127.12	127.12	9.00	11.44	9.00	11.44	0.00	0.00
						6271.19						
	CGST				9.00	564.41						
	SGST				9.00	564.41						
	ROUND OFF				0.00	- 0.01						
	Grand Total:		3			**7400.00**		**564.41**		**564.41**		

INWARD
Inward No: 91 Dt: 4/5/22
MRN No: Dt:
Received By: Samarth Sign:
MODI PROPERTIES

9246364748

Rupees Seven Thousand Four Hundred Only.

Bank Details :

HDFC BANK PARADISE **A/C NO** : 50200010045314, **IFSC**: HDFC0000042

Terms & Condition :

1. No warranty for burnt/Physical damage goods.
2. For Warranty bring Product with box.
3. In case of default interest payable @ 24% p.a. from bill date
4. All disputes are subject to **HYDERABAD** jurisdiction
5. Payment should be sent through A/c payee cheque/Draft only
6. Standard Warranty 11 months from the date of Invoice.
7. No warranty on adaptor,cables,earphone,other accessories & consumbales products etc
8. Warranty on all the parts or equipments is as per Manufacturer standard policy and shall be directly provided by Manufacturers only.

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 94054
Date: 5/5
Sign:

E.&

For **SHWETA COMPUT**

SHWETA COM SEC

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM

Purchase Order

 21-04-2022 14:49:13 C

87589
20.04.22 3:07:37

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

Supplier Details			
Shweta Computers	**Doc No**	87589	23002
Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003.	**Doc Date**	21-04-2022	
	Quote No	Nil	
GSTIN 36ACUFS2935A1ZZ	**Quote Date**	25-03-2022	
9248091726	**SupplyType**	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3529 - Computers and Peripherals - Hard Disk - NA - Nos *1 TB*	2.00	3,700.00	0.00	0.00	7,400.00
			Total Order Value . . .			**7,400.00**

Rupees : Seven Thousand Four Hundred Only.

Terms and Conditions :-

Specification /	All items shall be of Seagate
Payment Terms	100% as advance
Tax	Inclusive of all taxes
Delivery Date	Next 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	7400 /-
Other Terms	We reserve the right to reject items not conforming to quality and specifications. above order for Purdvi laptop and Spare 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 : 23/04/2022

Name : ____________

Accepted the above Terms And Conditions

For *Shweta Computers*

Date : __/__/___

Requisition Form

Company Name:	SSLLP	Date:	21-04-2022
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	23002
Material required before date:		ID No.	75798

No	Description	Size	Quantity	Units	Inward No	Date
1	1 TB HDD	2	No			
2						
3						
4						
5						
6	87589					
7						
8						
9						
10						

Remarks: This is for purdvi laptop and spare

Prepared By	K.Suneel	Approved by	
Sign.& Date	21-04-2022	Sign. & Date	

APPROVED
21 APR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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