PURCHASE DIVISION
Advice for approval for credit to supplier

Date	07/ 05 /22	Prepared by	vanajarshi	Serial no.	3789
Supplier name	Shwetha computers			HO inward no.	
Firm/Company	Bloomdale 9xsi ckdayat gxome	Project	Head office	HO received date	
PO/WO date	21/04/22	PO/WO No.	87590	Scan ID.	

Sl no	Bill no.	Bill date	Bill amount	Original attached
1.	00003365	2/05/22	3,700/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A Bills total (Excluding Transport & Hamali Charges):	3,700/-

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

MRN nos.:	106929	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:	3,700/-
Amount E - PO / WO value:	3,700/-
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	16/05/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajathi				
Sign:	Vnj				
Date	07/05/22				
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 :
MODI CONSULTANCY SERVICES
RANIGUNJ, SECUNDERABAD
PH: 9246364748
SECUNDERABAD - 500003
State : 36 - Telangana
P O NO 87590 CH NO: 960143

Ship to:

Invoice No. : 00003365
Invoice Date : 02/05/2022
GSTIN :
PAN :

SR : PAWAN JHANWAR
IRN :

Sl	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST %	CGST Amt	SGST %	SGST Amt	IGST %	IGST Amt
1	HDD 1 TB LAPTOP SGT	84717020	1	3700.00	3135.59	3135.59	9.00	282.20	9.00	282.20	0.00	0.00
						3135.59						
	CGST				9.00	282.20						
	SGST				9.00	282.20						
	ROUND OFF				0.00	0.01						
	Grand Total:		1			**3700.00**		**282.20**		**282.20**		

INWARD
Inward No: 92 Dt: 4/5/22
MRN No: 106929 Dt:
Received By: Sammin Sign:
MODI PROPERTIES

9246364748 Sf

Rupees Three Thousand Seven 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.

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM

SUMMIT SALES LLP
IN WARD
No: 94055
Date: 5/5/22
Sign:
R.R. DIST.

E.&O.E

For **SHWETA COMPUTERS**

SHWETA COMPUTERS SEC-BAD

Authorised Signatory

Purchase Order

 21-04-2022 14:49:13

87590
20.04.22 3:07:37

From Company : **Bloomdale Residenct at Genome Valley**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. :

Supplier Details			
Shweta Computers	**Doc No**	87590	203001
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*	1.00	3,700.00	0.00	0.00	3,700.00
			Total Order Value . . .			**3,700.00**

Rupees : Three Thousand Seven 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	3700 /-
Other Terms	We reserve the right to reject items not conforming to quality and specifications. above order for site Laptop 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 ***Bloomdale Residenct at Genome Valley***

Authorised Signatory

Name : ______

Name : ______

Accepted the above Terms And Conditions

For ***Shweta Computers***

Date : __/__/____

Requisition Form

Company Name:	BRGV	Date:	21-04-2022
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	203001
Material required before date:		ID No.	75797

No	Description	Size	Quantity	Units	Inward No	Date
1	1 TB HDD	1	No			
2						
3						
4	87590					
5						
6						
7						
8						
9						
10						

Remarks: This is for site laptop

APPROVED
21 APR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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

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