PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/06/22	Prepared by	Vanajatthi	Serial no.	4900
Supplier name	Shweta Computers			HO inward no.	
Firm/Company	SSLP	Project	HO	HO received date	
PO/WO date	18/05/22	PO/WO No.	88369	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	00005921	27/05/22	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.: 108671	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	13/06/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajatthi				
Sign:	[signature]				
Date	3/06/22				
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:88369 DATED:18-05-2022 CHE NO:411035

Ship to:

Invoice No. : 00005921
Invoice Date : 27/05/2022
GSTIN : 36ACQFS2044C1Z7
PAN : ACQFS2044C

SR : IRFAN
IRN : 6c929a2d744b1139ac455db2bef14c8bbe940197b98bdc248fd5e5b5a105032d

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: 158 Dt: 27/8/22
MRN No: 10807 Dt: 3/06/22
Received By: Samagh

Sf

Rupees Three Thousand Seven Hundred Only.

Bank Details :

E.&O.E

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

For **SHWETA COMPUTERS**

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.
IN WARD No: 94857 Date: 28/5 Sign:

SHWETA COMPUTERS SEC-BAD

Authorised Signatory

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM

Purchase Order

 18-05-2022 11:57:13

88369
27.04.22 12:24:13

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
Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003.

GSTIN 36ACUFS2935A1ZZ

9248091726

Doc No	88369	203022
Doc Date	18-05-2022	
Quote No	Nil	
Quote Date	25-03-2022	
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 Head office KP Reddy 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 : 18/05/2022

Accepted the above Terms And Conditions

For *Shweta Computers*

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP	Date:	16-05-2022
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	203022
Material required before date:		ID No.	766000 76482

No	Description	Size	Quantity	Units	Inward No	Date
1	1 TB HDD		1	No		
2						
3						
4						
5		APPROVED				
6	88369	18 MAY 2022				
7						
8		MINISH PARIKH				
9		MANAGER PROCUREMENT				
10						

Remarks: This is for Head Office KP Reddy

Prepared By	Suneel	Approved by	
Sign.& Date	17-05-2022	Sign. & Date	

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