PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	03/08/22	Prepared by	Ramya	Serial no.	- 6874
Supplier name	Shweta Computers.			HO inward no.	
Firm/Company	MCS	Project	H.O	HO received date	
PO/WO date	05/07/22	PO/WO No.	89688	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	13353	27/07/22	3700/-	☑ 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.:	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	08/08/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:	R				
Date	03/08/22				
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

l To :
ODI CONSULTANCY SERVICES
-4-187/3&4 , II FLOOR , M.G.ROAD,
ANIGUNJ, SECUNDERABAD-500003
H: 9246364748
ECUNDERABAD - 500003
Phone :
State : 36 - Telangana
PO NO:89688 DATE:05-07-2022

Ship to:

Invoice No. : 00013353
Invoice Date : 27/07/2022
GSTIN :
PAN :
Due Date : 27/07/2022

SR : IRFAN
IRN :

SI	Product Description	HSN/ SAC	Qty	Rate (inc! 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	282.20	9	282.20	0	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						

INWARD
Inward No: 341 Dt: 27/7/22
GRN No:
Received
Samarjith
MODI [illegible]

Sf

Rupees Three Thousand Seven Hundred Only.

E.&O.E

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 R.R. DIST.
IN WARD
No: 97243
Date: 30/7
Sign: Z

For **SHWETA COMPUTERS**
SHWETA COMPUTERS SEC-BAD
Authorised Signatory

Purchase Order

 05-07-2022 14:02:41 Div.Copy

89688
29.06.22 2:18:56

From Company : **Mody Consultancy Services**
5-4-187/3&4, II Floor, M.G.Road, Secunderabad-500003.
G S T No. :

Supplier Details

Shweta Computers Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003.	**Doc No**	89688	203047
	Doc Date	05-07-2022	
	Quote No	Nil	
GSTIN 36ACUFS2935A1ZZ	**Quote Date**	05-07-2022	
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 Gopi 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 ***Mody Consultancy Services***

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For ***Shweta Computers***

Name :

Date : __/__/____

Requisition Form					
Company Name:	Modi Consultancy Services	Date:	28-06-2022		
Site & Phase :	Head Office	Time:			
Supplier:		Req. No.	203047		
Material required before date:		ID No.	77693		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No
1	COMP7018-Peripherals-Hard Disk-256 GB SSD---Nos	1	0	1	
2					
3					
4					
5					
6	89688				
7					
8					
9					
10					
Remarks:	This is for Gopi Laptop				
	Engineer	Project Manager		Purchase	
Prepared By:	Suneel				
Approved By:					
Sign & Date:					