

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:		6-12-22		Prepared by		S. Jaysudha		Serial no.		11199	
Supplier name		Shweta Computers						HO inward no.			
Firm/Company		SS LLP		Project		SHLLP		HO received date			
PO/WO date		1-11-22		PO/WO No.		93466		Scan ID.			
Sl no.	Bill no.			Bill date		Bill amount			Original attached		
1.	00025359			5-11-22		37,600/-			☐ Yes ☐ No		
2.									☐ Yes ☐ No		
3.									☐ Yes ☐ No		
4.									☐ Yes ☐ No		
Amount A – Bills total (Excluding Transport & Hamali Charges):								37,600/-			
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report											
MRN nos.:		114635				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:								37,600/-			
Amount E – PO / WO value:								37,600/-			
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				12-12-22							
Remarks: Final bill											
Approved by	Purchase Officer	Purchase Manager		M D		Accountant		Accounts Manager			
Name:											
Sign:											
Date											
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 Recipient ☐ Triplicate for Supplier
☐ Duplicate for Transporter ☐ Extra Copy



SHWETA COMPUTERS

SHOP NO. 1,2,3 AND 4, GROUND FLOOR, CHENOY TRADE CENTRE,
PARKLANE, SECUNDERABAD TELANGANA HYDERABAD 500003

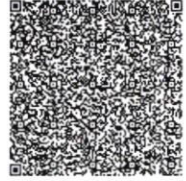
State Name 36 - Telangana

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

Phone:

State: 36 - Telangana

PO NO: 93466-203149 DATE: 01-11-2022

Invoice No. : 00025359

Invoice Date : 05/11/2022

GSTIN : 36ACQFS2044C1Z7

PAN : ACQFS2044C

Due Date : 05/11/2022

SR : IRFAN

IRN : 2750eac7c8a239e18f5c6b97eebe08bbef2440962aa9778
a35001562804496d6

Ship to:

SI	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST		SGST		IGST	
							%	Amt	%	Amt	%	Amt
1	SYSTEM HP AIO 22-DD2686IN 8CC21909SF	84714900	1	34750.00	29449.15	29449.15	9	2650.42	9	2650.42	0	0.00
2	UPS APC 600 VA	85044090	1	2850.00	2415.25	2415.25	9	217.37	9	217.37	0	0.00
						31864.40						
					9.00	2867.79						
					9.00	2867.79						
					0.00	0.02						
	CGST											
	SGST											
	ROUND OFF											
Grand Total:					2	37600.00						

Rupees Thirty-Seven Thousand Six Hundred Only.

Bank Details:

HDFC BANK PARADISE A/C NO : 50200010045314, IFSC: HDFC00000042

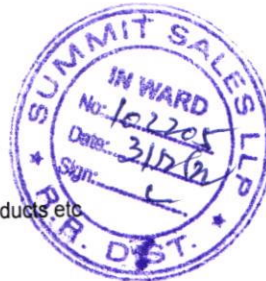
Terms & Condition:

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 & consumables 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

E.&O.E

For SHWETA COMPUTERS



Authorised Signatory

Purchase Order

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01-11-2022 15:35:20



93466

18.10.22 2:23:38

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	93466	203149
Doc Date	01-11-2022	
Quote No	Nil	
Quote Date	01-11-2022	
SupplyType	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 167400 - COMP-Peripherals - All in one computer-- - NA - Nos HP All in one	1.00	29,448.50	0.00	18.00	34,749.23
2 406300 - ELEC-Electrical - UPS-600VA-APC - - - Nos APC UPS 600VA	1.00	2,416.00	0.00	18.00	2,850.88
Total Order Value . . .					37,600.11

Rupees : Thirty Seven Thousand Six Hundred and Paise Eleven Only.

Terms and Conditions :-

Specification / Brand Brand will be HP all in one quad core, 8GB, 512 SSD, 21" Screen, Windows 11.

Payment Terms 100% advance payment

Tax GST included in the above prices

Delivery Date Immdiate

Delivery Location Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penalty For Delay Nil

Transportation Cost Nil

Warranty One year

Advance Paid Rs. 37,600-00, by RTGS/NEFT....

Other Terms We reserve the right to reject items not conforming to quality and specifications, Damage is in suppliers account above order is for Site Conference 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 :

Accepted the above Terms And Conditions

For **Shweta Computers**

Name : _____

Date : __/__/__

Requisition Form					
Company Name:		Summit Sales LLP		Date:	31-11-22
Site & Phase :		SSLIP		Time:	
Unit No./Block No.					
Supplier:				Req. No.	203149
Material required before date:				ID No.	81095
S No	Item	Qty required	Qty available at site	Order Qty	Inward No
1	COMP1674-Peripherals-All in one computer----Nos	1	0	1	
2	ELC4063-Electrical-UPS-600VA-APC--Nos	1	0	1	
3					
4					
5					
6					
7					
8					
9					
10					
Remarks:		This is for site			
Prepared By:		Project Manager			
Suneel		Purchase			
Approved By:					
Sign & Date:					


 Project Manager
APPROVED
01 NOV 2022
 P. PRABHAKAR
 Sr. Manager Purchase