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: | | APPROVED | | | |
| Sign: | | 07 DEC 2022 | | | |
| Date | | MINISH PARIKH | | | |
| Approval limit | Upto 20k | MANAGER PROCUREMENT 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
Phone :
State : 36 - Telangana
PO NO:93466-203149 DATE:01-11-2022

*Ship to:*

**Invoice No. : 00025359**
Invoice Date : 05/11/2022
GSTIN : 36ACQFS2044C1Z7
PAN : ACQFS2044C
Due Date : 05/11/2022

SR : IRFAN
IRN : 2750eac7c8a239e18f5c6b97eebe08bbef2440962aa9778a35001562804496d6

| Sl | Product Description | HSN/SAC | Qty | Rate (incl GST) | Rate | Taxable Amount | CGST % | CGST Amt | SGST % | SGST Amt | IGST % | IGST 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** | | | | | | |
| | CGST | | | | 9.00 | 2867.79 | | | | | | |
| | SGST | | | | 9.00 | 2867.79 | | | | | | |
| | ROUND OFF | | | | 0.00 | 0.02 | | | | | | |
| | **Grand Total:** | | **2** | | | **37600.00** | | | | | | |

INWARD
Inward No: 720 Dt: 1/12/22
MRN No: 114635 Dt:
Received By: Saman Sign:
MODI PROPERTIES

Rupees Thirty-Seven Thousand Six 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.

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 102205
Date: 3/12/22
Sign:

For **SHWETA COMPUTERS**

SHWETA COMPUTERS SEC-BAD

Authorised Signatory

**SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM**

# Purchase Order

 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 | **Doc No** | 93466 | 203149 |
| Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003. | **Doc Date** | 01-11-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACUFS2935A1ZZ | **Quote Date** | 01-11-2022 | |
| 9248091726 | **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<br>*HP All in one* | 1.00 | 29,448.50 | 0.00 | 18.00 | 34,749.23 |
| 2 | 406300 - ELEC-Electrical - UPS-600VA-APC - - - Nos<br>*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** | GSTincluded in the above prices |
| **Delivery Date** | Immidiate |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality 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 : | SSLLP | 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 93466 | ELEC4063-Electrical-UPS-600VA-APC--Nos | 1 | 0 | 1 | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| Remarks: | This is for site | | | | |
| | | | | | |
| | Engineer | Project Manager | | Purchase | |
| Prepared By: | Suneel | | | | |
| Approved By: | | | | | |
| Sign & Date: | | | | | |

APPROVED
01 NOV 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE