PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/02/23	Prepared by	Asha jyothi	Serial no.	14961
Supplier name	Shweta Computers			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	08/02/23	PO/WO No.	96763	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	00036704	16/02/23	73,000/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	73,000/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	117542	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:	73,000/-
Amount E – PO / WO value:	73,000/-
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	27/02/23
Remarks: 100% advance payment. Final bill	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Asha jyothi	APPROVED			
Sign:	[signature]	22 FEB 2023			
Date	22/02/23	MINISH PARIKH MANAGER PROCUREMENT			
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.

☐ Original for Recepient ☐ Triplicate for Supplier
☐ Duplicate for Transporter ☐ Extra Copy

TAX INVOICE

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

Ship to:

Invoice No. : 00036704
Invoice Date : 16/02/2023
GSTIN : 36ACQFS2044C1Z7
PAN : ACQFS2044C
Due Date : 16/02/2023
Po - 96763

SR : IRFAN
IRN : d278bacc05c3a96db6f2015e02e7522df3d1b1381e6847a bc924b74fdf019b10

Sl	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST %	CGST Amt	SGST %	SGST Amt	IGST %	IGST Amt
1	LAPTOP LENOVO 81X800LAIN I3-1115G4-8GB-512SSD-W11-SPF407K72;SPF404SB6	84713010	2	36000.00	30508.48	61016.95	9	5491.53	9	5491.53	0	0.00
2	CARRY CASE (420299)	42029900	2	500.00	423.73	847.46	9	76.27	9	76.27	0	0.00
						61864.41						
	CGST				9.00	5567.80						
	SGST				9.00	5567.80						
	ROUND OFF				0.00	- 0.01						
	Grand Total:		**4**			**73000.00**						

INWARD
Inward No. 19430 Dt: 16/2/23
GRN No: 117542 Dt: 17/2/23
Received By: Sign:
SUMMIT SALES LLP

Rupees Seventy-Three Thousand 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.

SUMMIT SALES LLP R.R. DIST.
IN WARD
No. 106090
Date 21/2/23
Sign

E.&O.E
For **SHWETA COMPUTERS**

SHWETA COMPUTERS SEC-BAD

Authorised Signatory

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM

Purchase Order

 03-02-2023 11:13:33

96763
28.01.23 12:54:54

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**	96763	170733
	Doc Date	03-02-2023	
	Quote No	Nil	
	Quote Date	21-01-2023	
	SupplyType	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	112000 - COMP-Peripherals - Laptop computer-- - - - Nos	2.00	30,932.20	0.00	18.00	72,999.99
					Total Order Value . . .	**72,999.99**

Rupees : Seventy Two Thousand Nine Hundred Ninty Nine and Paise Ninty Nine Only.

Terms and Conditions :-

Specification /	Lenovo i3-11th generation #8GB#512SSD#Windows 11#office#bag with 2 years warranty
Payment Terms	100% Advance payment
Tax	GST included in the above prices
Delivery Date	With 3 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Nil
Warranty	Two year
Advance Paid	Rs.73,000/- by cheque....
Other Terms	We reserve the right to reject items not conforming to quality and specifications, Damage is in suppliers account, above order is for stock repleneshing Purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For MDs APPROVAL
☑ High Value/quantity beyond limits.
☐ Po/Req. processed-post approval.
☐ Approval for technical details/clarification.
☐ Replenishing SSLLP stock
☐ Other

APPROVED BY
03 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*
Authorised Signatory

Name : 03/02/2023

Accepted the above Terms And Conditions
For *Shweta Computers*

Name : ____________

Date : __/__/____

Requisition Form

Company Name: SSLLP

Site & Phase : SHLLP

Unit No./Block No.

Supplier:

Material required before date:

Date: 21.01.2023

Time: 11:00:00

Req. No. 170733

ID No. 83687

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	COMP7247-Peripherals-Ink Tank Printer--Epson M205--Nos	1	1	1		
2	COMP2442-Peripherals-Laptop computer----Nos	2	1	2		
3						
4						
5						
6						
7						
8						
9						
10						

PO 96763

PO 96441

Remarks: For Stock Replenising purpose

Engineer

Prepared By: M.Asha jyothi

Approved By: Minish

Sign & Date:

Project Manager

Purchase

MD

APPROVED BY
23 JAN 2023
SOHAM MODI
MANAGING DIRECTOR