

PURCHASE DIVISION
Advice for approval for credit to supplier

⑧

Date: 22/02/23		Prepared by: Asha Jyothi		Serial no. 14961	
Supplier name: Shweta Computers				HO inward no.	
Firm/Company: SLLP		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
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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: 24/02/23

Remarks: 100% advance payment. Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Asha Jyothi				
Sign:	<i>[Signature]</i>				
Date	22/02/23				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED

22 FEB 2023

MINISH PARIKH

MANAGER PROCUREMENT

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 Receptient ☐ 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

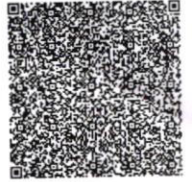
State Name 36 - Telangana

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

Invoice No. : 00036704

Invoice Date : 16/02/2023

GSTIN : 36ACQFS2044C1Z7

PAN : ACQFS2044C

Due Date : 16/02/2023

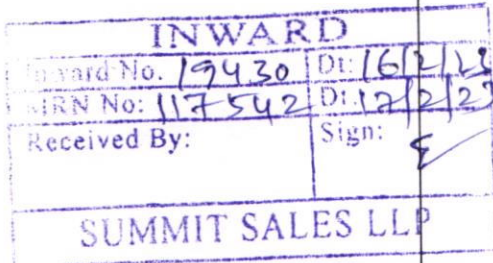
PO-96763

SR : IRFAN

IRN : d278bacc05c3a96db6f2015e02e7522df3d1b1381e6847a
bc924b74fdf019b10

Ship to:

SI	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST		SGST		IGST	
							%	Amt	%	Amt	%	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						
						9.00		5567.80				
						9.00		5567.80				
						0.00		- 0.01				
	CGST											
	SGST											
	ROUND OFF											
Grand Total:					4	73000.00						



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 & 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

Page(s) 1 Of 1

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

Penalty 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 replenishing 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 SLLP stock
☐ Other

APPROVED BY
03 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

For **Summit Sales LLP**

Authorised Signatory

Name :

03/02/2023

Name :

Accepted the above Terms And Conditions

For **Shweta Computers**

Date : _/_/_

Requisition Form

Company Name: SLLP

Site & Phase : SHLLP

Unit No./Block No.

Supplier:

Material required
before date:

S No Item

1 COMP7247-Peripherals-Ink Tank Printer--Epson M205--Nos

2 COMP2442-Peripherals-Laptop computer---Nos

296763
206
206
206

Date: 21.01.2023

Time: 11:00:00

Req. No. 170733

ID No. 83687

Qty required	Qty available at site	Order Qty	Inward No	Inward Date
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1	1	1		
2	1	2		

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