PURCHASE DIVISION

Advice for approval for credit to supplier

(E)

Date:	22/02/23	Prepared by	Minish	Serial no.	**15023**
Supplier name	Shweta Computers			HO inward no.	
Firm/Company	SSLLP	Project	HO	HO received date	
PO/WO date	06/02/23	PO/WO No.	96906	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	00036705	16/02/23	52,500/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			52,500/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	117714	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:			52,500/-
Amount E – PO / WO value:			52,500/-
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:	final bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		22 FEB 2023			
Date		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.

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

Ship to:

Invoice No. : 00036705
Invoice Date : 16/02/2023
GSTIN : 36ACQFS2044C1Z7
PAN : ACQFS2044C
Due Date : 16/02/2023

SR : IRFAN
IRN : 07b694a2d8f591574304fee50f0830b3e8e622c12953d589e42d34f759b77264

Sl	Product Description	HSN/SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST %	CGST Amt	SGST %	SGST Amt	IGST %	IGST Amt
1	PRN BROTHER MFC-T4500DW E78947K2H201302	84433100	1	52500.00	44491.53	44491.52	9	4004.24	9	4004.24	0	0.00
						44491.52						
	CGST				9.00	4004.24						
	SGST				9.00	4004.24						
	Grand Total:		1			**52500.00**						

INWARD
Inward No: 922 Dt: 16/2/23
MRN No: 117714 Dt:
Received By: Samarjit Sign:
MODI PROPERTIES

Rupees Fifty-Two Thousand Five 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: 105104
Date: 20/2/22
Sign:

For **SHWETA COMPUTERS**

SHWETA COMPUTERS SEC-BAD

Authorised Signatory

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM

 07-02-2023 14:12:24

Purchase Order

96906 iv.Copy

28.01.23 12:54:55

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	96906	203235
Doc Date	06-02-2023	
Quote No	Nil	
Quote Date	06-02-2023	
SupplyType	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 806500 - COMP-Peripherals - Ink Tank Printer-4500DW-Brother - NA - Nos	1.00	44,491.55	0.00	18.00	52,500.03
			Total Order Value . . .		**52,500.03**

Rupees : Fifty Two Thousand Five Hundred and Paise Three Only.

Terms and Conditions :-

Specification /	All items shall be of brother brand/company
Payment Terms	100% Advance payment
Tax	GST included in the above prices
Delivery Date	With 3 days
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	Nil
Warranty	Two year
Advance Paid	Rs.52,500/- 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 HO Purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

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

APPROVED BY
- 8 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*

Authorised Signatory

Name : 07/02/2023

Accepted the above Terms And Conditions

For *Shweta Computers*

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	Summit Sales LLP	Date:	2023-02-06			
Site & Phase :	HO	Time:				
Unit No./Block No.						
Supplier:		Req. No.	203235			
Material required before date:	Po no:- 96906	ID No.	84092			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	COMP8065-Peripherals-Ink Tank Printer-4500DW-Brother--	1	0	1		
2 806500						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	This is for HO					
	Engineer	Project Manager	APPROVED	Purchase		MD
Prepared By:	Suneel		07 FEB 2023			
Approved By:			MINISH PARIKH			
Sign & Date:			MANAGER PROCUREMENT			