PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	22/02/23	Prepared by	Minish	Serial no.	**15019**
Supplier name	Shweta computers			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	25/01/23	PO/WO No.	96441	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	00036821	17/02/23	15,800/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			15,800/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	117609	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:			15,800/-
Amount E – PO / WO value:			15,800/-
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:					
Sign:					
Date					
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 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. : 00036821
Invoice Date : 17/02/2023
GSTIN : 36ACQFS2044C1Z7
PAN : ACQFS2044C
Due Date : 17/02/2023
Po 96441

SR : IRFAN
IRN : 6b0042b7dd7bf5073923831314617284 9d28c435b6ffccdf e35141e2896a3962

Sl	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST %	CGST Amt	SGST %	SGST Amt	IGST %	IGST Amt
1	PRN EPSON M205 WLPY076262	84433100	1	15800.00	13389.83	13389.83	9	1205.08	9	1205.08	0	0.00
						13389.83						
	CGST				9.00	1205.08						
	SGST				9.00	1205.08						
	ROUND OFF				0.00	0.01						
	Grand Total:		1			**15800.00**						

INWARD
Inward No. 19437 Dt: 17/2/23
MRN No: 38829 Dt:
Received By: MRN - 117609 Sign:
SUMMIT SALES LLP

Rupees Fifteen Thousand Eight 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 IN WARD No: 106165 Date: 21/2/23 Sign: R.R. DIST.

For **SHWETA COMPUTERS**

SHWETA COMPUTERS SEC-BAD

Authorised Signatory

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM

Purchase Order

 25-01-2023 11:42:20

96441
10.01.23 4:03:12

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**	96441	170733
Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003.	**Doc Date**	25-01-2023	
	Quote No	Nil	
GSTIN 36ACUFS2935A1ZZ	**Quote Date**	21-01-2023	
9248091726	**SupplyType**	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	605800 - COMP-Peripherals - Ink Tank Printer--Epson-M205 - - - Nos	1.00	13,389.83	0.00	18.00	15,800.00
					Total Order Value . . .	**15,800.00**

Rupees : Fifteen Thousand Seven Hundred Ninty Nine and Paise Only.

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
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.15,800/- by cheque or 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 Stock repleneshing Purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : 27/01/2023

Accepted the above Terms And Conditions

For ***Shweta Computers***

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	21.01.2023
Site & Phase :	SHLLP	Time:	11:00:00
Unit No./Block No.			
Supplier:		Req. No.	170733
Material required before date:		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						

PO8 0.96441

Remarks: For Stock Replenising purpose

	Engineer	Project Manager	Purchase	MD
Prepared By:	M.Asha jyothi			
Approved By:	Minish			
Sign & Date:				

APPROVED BY
23 JAN 2023
SOHAM MODI
MANAGING DIRECTOR