PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/06/2020	Prepared by:	T.D. Murthy
PO/WO no.	67750	PO / WO Date.	23/05/2020
Supplier Name	Sai Aditya Computers	PO/WO amount	Rs. 767/-
Firm/Company	Summit Sales LLP	Project	Summit Housing LLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	288	23/05/2020	Rs. 767/-
2.	-	-	-
3.			-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 767/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	288	23/05/2020	79923	☑ Yes □ No
2.	-	-	-	□ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits :	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	Rs. 767/-
Amount E – PO / WO value:	Rs. 767/-
Amount F – Difference (A – E):	-

Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Other (explained below)
Is difference between PO / Bill acceptable?	☑ Yes □ No (explained below)
Excess / short material received	☑ Approved – within acceptable limits □ No (explained below)
Close PO / W?O	☑ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes – Rs.______/- ☑ No
Payment – due date	**20/06/2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 13 JUN 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	13/6/20.	13/6					

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

❖# Laser Toners
❖# Ink Jets
❖# Ribbons
❖# Xerox Cartridges

TAX INVOICE

Mob : 9908273448
9652512695

Sai Adhitya Computers

One Stop Refilling Solutions...

A Complete Refilling of Laser Tonars and Inkjet Catridges

#106, 1st Floor, Kubera Towers, Narayanaguda, Hyderabad - 20
email : saiadhityacomputers@gmail.com.

GST : 36BTZPA2173DIZN

PO 67750

Invoice No. 288 Invoice Date : 23/5/2020 PO.No. DC No. 1021

State : Telangana State Code 36

Mrs. SUMMIT SALES LLP

Address:

GST IN : 36ACQFS2044C1Z7 State Code : 36

Shift to :

S.No.	Name of the Product / Service	HSN Code	Qty	Rate	Amount Rs.	Amount Ps.
1.	Refilling B/T Hp 12A T/R	8443	01	200	200/-	-
2.	Refilling C/T					
3.	Inkjet B/R					
4.	Inkjet C/R					
5.	Toner Drum/C Hp12A New Drum		01	300	300/-	-
6.	Wiper Blade/C					
7.	Doctor Blade/C					
8.	Others					
	Hp12A m/Aj		01	150	150/-	-

INWARD
Inward No: 39 Dt: 22/05/2
MRN No: 79623 Dt:
Received By: Samrath
Modi Properties

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 66220
Date: 11/6/20
Sign:

Total Invoice Amount in Words: Seven Hundred Sixty Seven Rupees Only	
Total Amount Before Tax :	650/- -
ADD : CGST : 9%	58 50
ADD SGST : 9%	58 50
ADD IGST : 18%	
Total Amount After Tax:	767/- -

Bank Details:
Bank Name: Mahesh Bank
Bank Account Number : 012001200008889
Bank Branch IFSC Code : APMC0000012

Terms and Conditions :
E & O.E.
1. Goods once sold will not be taken back
2. Interest @24% p.a.be charged if the payment is not made with in the stipulated time.
3. Subject to "Telangana" Jurisdiction only.

SAI ADHITYA COMPUTERS 9908273448 9652512695 A Complete Refilling Centre
(Common Seal)

Certified that the particulars give agove are true and correct
For **Sai Adhitya Computers**
Authorised Signatory

Purchase Order

 05-06-2020 09:28:31

67750
03.06.20 12:48:13

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details

Sai Adhitya Computers
106,1st Floor Kubera Towes,Narayanaguda, Hyd-20

GSTIN 36BTZPA?173DIZN
9908273448 9652512695

Doc No	67750	16210
Doc Date	23-05-2020	
Quote No	Nil	
Quote Date	23-05-2020	
SupplyType	Supply	

Kind Attn : Adithya

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3523 - Computers and Peripherals - Toner refill - NA - nos 12A	1.00	200.00	0.00	18.00	236.00
2 3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	300.00	0.00	18.00	354.00
3 3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	150.00	0.00	18.00	177.00
		Total Order Value . . .			**767.00**

Rupees : Seven Hundred Sixty Seven Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Same Day
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 Cost	Included in the above price.
Warranty	NA
Advance Paid	Nil
Other Terms	We reserve the right items not conforming to quality and specifications. Above order for HO use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*
Authorised Signatory
Name : 05/06/2020

Accepted the above Terms And Conditions
For ***Sai Adhitya Computers***
Name : ______
Date : __/__/____

Requisition Form

Company Name:	Summit sales LLP	Date:	21-03-2020
Site & Phase :	Head OFfice	Time:	
Supplier		Req. No.	16210
Material required before date:		ID No.	57424

No	Description	Size	Quantity	Units	Inward No	Date
1	12 A toner refilling		2	No		
2	12A toner drum		1	No		
3	12A pcr		1	No		
4						
5						
6						
7						
8						
9						
10						

Remarks: This is for CR

Prepared By	K.Suneel	Approved by	APPROVED 05 [illegible] 2020 MINISH PARIKH MANAGER PROCUREMENT
Sign.& Date	21-03-2020	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

Requisition Form