PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	13/06/2020	Prepared by:	T.D. Murthy
PO/WO no.	67756	PO / WO Date.	28/05/2020
Supplier Name	Sai Aditya Computers	PO/WO amount	Rs. 1,357/-
Firm/Company	Summit Sales LLP	Project	Summit Housing LLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	293	28/05/2020	Rs. 1,357/-
2.	-	-	-
3.			-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 1,357/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	293	28/05/2020	79922	☑ 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. 1,357/-
Amount E – PO / WO value:				Rs. 1,357/-
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	M D	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/-

TAX INVOICE

- Laser Toners
- Ink Jets
- Ribbons
- Xerox Cartridges

Mob : 9908273448
9652512695

Sai Adhitya Computers

One Stop Refilling Solutions...

PO 67756

A Complete Refilling of Laser Tonars and Inkjet Catridges

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

GST : 36BTZPA2173DIZN

Invoice No. 293 Invoice Date : 28/5/20 PO.No. DC No. 1024

State : Telangana State Code 36

Mrs. SUMMIT SALES LLP

Address:

GST IN : 36ACOFS2044C1Z7 State Code : 36

Shift to :

S.No.	Name of the Product / Service	HSN Code	Qty	Rate	Amount Rs.	Ps.
1.	Refilling B/T Hp12A T/R	8443	02	200	400	0
2.	Refilling C/T					
3.	Inkjet B/R					
4.	Inkjet C/R					
5.	Toner Drum /C Hp12A D/C		02	300	600	0
6.	Wiper Blade /C					
7.	Doctor Blade /C					
8.	Others Hp12A PCR		01	150	150	0

MODI PROPERTIES INWARD No: 36219 Date: 11/6/20 Sign: SEC'B'

INWARD
Inward No: 51 Dt: 28/05/20
MRN No: 79922
Received By: Sanjay Sign:
Modi Properties

Total Invoice Amount in Words: Thirteen Hundred Fifty Seven Rupees Only	Total Amount Before Tax :	1150	00
	ADD : CGST : 9%	103	50
	ADD SGST : 9%	103	50
	ADD IGST : 18%		
	Total Amount After Tax:	1357	00

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

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

67756
03.06.20 12:48:13

Supplier Details

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

GSTIN 36BTZPA2173DIZN
9908273448 9652512695

Doc No	67756	16217
Doc Date	28-05-2020	
Quote No	Nil	
Quote Date	28-05-2020	
SupplyType	Supply	

Kind Attn : Adhitya

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*	2.00	200.00	0.00	18.00	472.00
2	3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	150.00	0.00	18.00	177.00
3	3522 - Computers and Peripherals - Toner drum - NA - nos	2.00	300.00	0.00	18.00	708.00

Rupees : One Thousand Three Hundred Fifty Seven Only. **Total Order Value . . .** **1,357.00**

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	Nil
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.	16217
Material required before date:		ID No.	57429

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

APPROVED
05 JUN 2020
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	K.Suneel	Approved by	
Sign.& Date	21-03-2020	Sign. & Date	

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