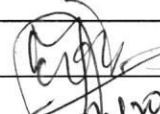
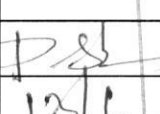
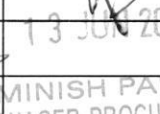


PURCHASE DIVISION
Advice for approval for credit to supplier

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: 1							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	13/6	13/6	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 Toners and Inkjet Cartridges

#106, 1st Floor, Kubera Towers, Narayanaguda, Hyderabad - 20

email : saiadhityacomputers@gmail.com.

GST : 36BTZPA2173DIZN

Invoice No. **293** Invoice Date: **28/5/2020** PO.No. _____ DC No. **1024**
State : Telangana State Code **36**

Mrs. SUMMIT SALES LLP
Address: _____
GST IN : 36ACQFS2044C177 State Code : **36**
Shift to : _____

S.No.	Name of the Product / Service	HSN Code	Qty	Rate	Amount	
					Rs.	Ps.
1.	Refilling B/T <u>HP12A 71k</u>	8443	02	200	400	0
2.	Refilling C/T					
3.	Inkjet B/R					
4.	Inkjet C/R					
5.	Toner Drum /C <u>HP12A 01C</u>	8443	02	300	600	0
6.	<u>IWMA Blade /C</u>					
	<u>Doctor Blade /C</u>					
	<u>Others</u>					
	<u>HP12A pla</u>		01	150	150	0

Inward No: 51 Dt: 28/05/20
MRN No: 29922
Received By: Sai Adhitya Computers
Signature: [Signature]
Modi Properties



Total Invoice Amount in Words: <u>Three hundred and fifty seven rupees only</u>	Total Amount Before Tax :	1150	0
Bank Details:	ADD : CGST : 9%	103	50
Bank Name: Mahesh Bank	ADD SGST : 9%	103	50
Bank Account Number : 012001200008889	ADD IGST : 18%		
Bank Branch IFSC Code : APMC0000012	Total Amount After Tax:	1357	0

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.



Certified that the particulars given above are true and correct
For **Sai Adhitya Computers**
Authorized Signatory: [Signature]

Purchase Order

Page(s) 1 Of 1

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
Penalty 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

Accepted the above Terms And Conditions

For **Sai Adhitya Computers**

Name : _____

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							
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.							

