PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/7/20	Prepared by:	V. Parali
PO/WO no.	68519	PO / WO Date.	05/6/20
Supplier Name	sai adithya computers	PO/WO amount	1,180/-
Firm/Company	summit sales Whp	Project	sswhp
Sl. No.	Bill No.	Bill Date	Bill amount
1.	298	5/6/20	1,180/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,180/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	—	—	—	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount B –Other Credits :	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	1,180/-
Amount E – PO / WO value:	1,180/-
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	10/7/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	V. Parali		APPROVED 03 JUL 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	3/7/20.						

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

Purchase Order

 02-07-2020 12:53:36 PM

68519
02.07.20 12:12:26

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	**Doc No**	68519	16312
106,1st Floor Kubera Towes,Narayanaguda, Hyd-20	**Doc Date**	05-06-2020	
	Quote No	Nil	
9908273448	**Quote Date**	05-06-2020	
9652512695	**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	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	2.00	150.00	0.00	18.00	354.00
	Total Order Value . . .					**1,180.00**

Rupees : One Thousand One Hundred Eighty 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	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 : 02/07/2020

Accepted the above Terms And Conditions
For ***Sai Adhitya Computers***

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	Summit sales LLP	Date:	05-06-2020
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16312
Material required before date:		ID No.	58158

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner refilling		2	No		
2	12A toner Drum		1	No		
3	12A toner magnetRicoh toner refilling		2	No		
4						
5	PO					
6	68[illegible]9					
7			APPROVED			
8			02 JUL 2020			
9			MINISH PARIKH			
10			MANAGER PROCUREMENT			

Remarks: This is for CR dept

Prepared By	K.Suneel	Approved by	
Sign.& Date	05-06-2020	Sign. & Date	

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

TAX INVOICE

Mob : 9908273448
9652512695

- Laser Toners
- Ink Jets
- Ribbons
- Xerox Cartridges

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

Invoice No. 298 Invoice Date : 5/6/2020 PO.No. DC No. 1031

State : Telangana State Code 36

Mrs. SUMMIT SALES LLP

Address:

GST IN: 36ACQFS2024Q1Z7 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		02	200	400	-
2.	Refilling C/T	8443				
3.	Inkjet B/R					
4.	Inkjet C/R					
5.	Toner Drum /C HP12A D/C		01	300	300	-
6.	Wiper Blade /C					
7.	Doctor Blade /C					
8.	Others Hp12A m/Alg		02	150	300	-

Total Invoice Amount in Words: One Thousand One Hundred Eighty Rupees Only

Total Amount Before Tax :	1000	-
ADD : CGST : 9%	90	00
ADD SGST : 9%	90	00
ADD IGST : 18%		
Total Amount After Tax:	1180	-

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.

(Common Seal)

SAI ADHITYA COMPUTERS 9908273448 9652512695 A Complete Refilling Centre

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

Authorised Signatory

INWARD Inward No: 90 Dt: 08/06/2 MRN No: Received By:

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 61025 Date. 03/07