PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/7/20.	Prepared by:	SOWMYA
PO/WO no.	68352.	PO / WO Date.	7/7/20
Supplier Name	Shweta Computers	PO/WO amount	9,600.
Firm/Company	SSllp	Project	SSllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	007123	10/7/20.	9,600
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			9,600.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			67541	☑ 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:	9,600
Amount E – PO / WO value:	9,600
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	**25.7.2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	18/7/20						

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 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/-

SHWETA COMPUTERS

SHOP NO.1,2,3,4,GROUND FLOOR
CHENOY TRADE CENTER, PARKLANE
SECUNDERABAD 500003

G S T : 36ACUFS2935A1ZZ PHONE :66143437,66143438,66143439 P A N : ACUFS2935A

GST INVOICE PO 68352

To : SUMMIT SALES LLP
5-4-187/3&4, 3rd FLOOR
M.G ROAD,RANIGUNJ,HYD
PH:9502199355

INVOICE NO.	**: 007123**
INVOICE DATE	**: 10/07/2020**
PARTY PAN NO.	**:**
PARTY GST NO.	**: 36ACQFS2044C1Z7**
PARTY STATE NAME	**: Telangana**

S.NO	PRODUCT DESCRIPTION	HSN Code	QTY	RATE	UNIT PRICE	CGST %	CGST AMT.	SGST %	SGST AMT.	IGST %	IGST AMT.	AMOUNT
1	HDD 500 GB LAPTOP SGT	84717020	3	3200.00	2711.86	9.00	732.20	9.00	732.20			8135.59
												8135.59
	Add : CGST-				9.00%							732.20
	Add : SGST-				9.00%							732.20
	Add : ROUND OFF-											0.01
	Signature of customer		3									

INWARD
Inward No: 273 Dt: 11/07/20
MRN No: Dt:
Received By: Samarjit-81- Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 67541
Date 16/7

Rupees Nine Thousand Six Hundred Only **Total Rs. 9600.00**

TERMS & CONDITIONS : **SERVICE TIME (12:00PM TO 5:00PM) MONDAY TO FRIDAY** **E.& O.E**

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 secunderabad 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.

For Shweta Computers

SHWETA COMPUTERS TEL 040-66143439

Authorised Signatory

 07-07-2020 13:49:18

Purchase Order

68352
24.06.20 12:19:12

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
Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003.

GSTIN 36ACUFS2935A1ZZ

9248091726

Doc No	68352	16279
Doc Date	07-07-2020	
Quote No	Nil	
Quote Date	07-07-2020	
SupplyType	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3529 - Computers and Peripherals - Hard Disk - NA - Nos *500GB*	3.00	3,200.00	0.00	0.00	9,600.00
	Rupees : Nine Thousand Six Hundred Only.				**Total Order Value . . .**	**9,600.00**

Terms and Conditions :-

Specification / Brand	All items shall be of 'Seagate' brand
Payment Terms	100% as advance
Tax	Inclusive of all taxes
Delivery Date	Next 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	Transport cost shall be borne by us.
Warranty	1 yr
Advance Paid	Rs.... vide cheq....
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Head office Desktop purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

it Sales LLP
ignatory

07/07/2020

Name : ____________________

Accepted the above Terms And Conditions
For ***Shweta Computers***

Date : __/__/____

Requisition Form

Company Name:	Summit sales LLP	Date:	26-06-2020
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16279
Material required before date:		ID No.	57990

No	Description	Size	Quantity	Units	Inward No	Date
1	500 GB HDD		3	Nos		
2						
3						
4	PO 68352					
5						
6						
7						
8						
9						

Remarks: This is for laptop

Prepared By	K.Suneel	Approved by	
Sign.& Date	26-06-2020	Sign. & Date	APPROVED BY 26 JUN 2020 SOHAM MODI MANAGING DIRECTOR

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

Requisition Form

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Prepared By		Approved by	
Sign.& Date		Sign. & Date	

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