PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	18/7/20.	Prepared by:	SOWMYA
PO/WO no.	68802.	PO / WO Date.	4/7/20.
Supplier Name	Sai Adhitya Computers	PO/WO amount	4,484.
Firm/Company	SSHlp	Project	SHllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	813	4/7/20.	4,484
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,484.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			67539	☑ 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:				4,484
Amount E – PO / WO value:				4,484.
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/-

TAX INVOICE

- Laser Toners
- Ink Jets
- Ribbons
- Xerox Cartridges

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 : 36BTZPA2173D1ZN

68802

Invoice No. 313 Invoice Date : 4/7/2020 PO.No. Date :

State : Telangana State Code 36 D.C.No. 1164

Mrs. SUMMIT SALES LLP

Address:

GST IN : 36ACQFS2044C1Z7 State Code : 36

Place of Service:

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT Rs.	Ps.
1)	RICHO SP 210SU Refeling		04	350	1400	00
2)	RICHO SP 210SU New Drum	8443	04	450	1800	00
3)	RICHO SP 210SU Chip change		04	100	400	00
4)	RICHO SP 210SU Wiper Blade Change		01	200	200	-

INWARD
Inward No: 269 Dt: 04/07/20
MRN No: Dt:
Received By: Sameer Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. INWARD No. 67539 Date 16/7 SECRETARIAL

SN

TOTAL AMOUNT BEFORE TAX :	3800	00
ADD : CGST : 9%	342	00
ADD SGST : 9%	342	-
ADD IGST : 18%	\	
TOTAL AMOUNT AFTER TAX:	4484	00

Bank Details:

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

Rupees in Words: Four Thousand Four Hundred Eighty Four Rupees Only

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
(Office Seal)

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

A Venkat
Authorised Signatory

Purchase Order

 13-07-2020 11:37:01

68802
15.07.20 12:16:56

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 36BTZPA2173DIZN
9908273448 9652512695

Doc No	68802	16330
Doc Date	04-07-2020	
Quote No	Nil	
Quote Date	04-07-2020	
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	4.00	350.00	0.00	18.00	1,652.00
2	3522 - Computers and Peripherals - Toner drum - NA - nos	4.00	450.00	0.00	18.00	2,124.00
3	3530 - Computers and Peripherals - Toner Magnet - Other - nos	4.00	100.00	0.00	18.00	472.00
4	3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	200.00	0.00	18.00	236.00
					Total Order Value . . .	**4,484.00**

Rupees : Four Thousand Four Hundred Eighty Four 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 : 13/07/2020

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP	Date	04-07-2020
Site & Phase :	Head office	Time:	
Supplier		Req. No.	16330
Material required before date:		ID No.	58442

No	Description	Size	Quantity	Units	Inward No	Date
1	Ricoh Refilling		4	Nos		
2	Ricoh Drum		4	Nos		
3	Ricoh Chip		4	Nos		
4	Ricoh Wiper Blade PO 68802		1	No		
5						
6						
7						
8						
9						
10						

APPROVED
13 JUL 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: This is for purchase dept & CR

Prepared By	Suneel	Approved by	
Sign.& Date	04-07-2020	Sign. & Date	

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