PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	5/8/20.	Prepared by:	SOWMYA
PO/WO no.	69257.	PO / WO Date.	22/7/20
Supplier Name	Sai Adhitya Computers	PO/WO amount	767
Firm/Company	88/LP.	Project	Shllp
Sl. No.	Bill No.	Bill Date	Bill amount
1.	323.	22/7/20.	767
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			767

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:	767
Amount E – PO / WO value:	767
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	**14.8.2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	5/8/20						

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/-

- Laser Toners
- Ink Jets
- Ribbons
- Xerox Cartridges

TAX INVOICE

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.

PO 69251

GST : 36BTZPA2173D1ZN

Invoice No. 323 Invoice Date : 22/7/2020 PO.No. Date :

State : Telangana State Code 36 D.C.No. 1175

Mrs. SUMMIT SALES LLP

Address:

GST IN : 36ACEFS2046M1Z7 State Code : 36

Place of Service:

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT Rs.	Ps.
1)	Hp. 12A Refiling		01	200	200	-
2)	Hp. 12A New Drum	8443	01	300	300	-
3)	Hp. 12A p/c/R		01	150	150	-

INWARD
Inward No: 306 Dt: 22/07/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 67998 Date 4/8

TOTAL AMOUNT BEFORE TAX :	650	00
ADD : CGST : 9%	58	50
ADD SGST : 9%	58	50
ADD IGST : 18%		
TOTAL AMOUNT AFTER TAX:	767	-

Bank Details:

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

Rupees in Words: Seven Hundred Sixtey Seven Rupees Oney —

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 (Office Seal)

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

Authorised Signatory

 28-07-2020 16:36:30

Purchase Order

69251
31.07.20 12:12:34

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	**Doc No**	69251	16367
	Doc Date	22-07-2020	
	Quote No	Nil	
GSTIN 36BTZPA2173DIZN	**Quote Date**	22-07-2020	
9908273448 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*	1.00	200.00	0.00	18.00	236.00
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	1.00	150.00	0.00	18.00	177.00
					Total Order Value . . .	**767.00**

Rupees : Seven Hundred Sixty Seven 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 : 28/07/2020

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

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP	Date	22-07-2020
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16367
Material required before date:		ID No.	58819

No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner refilling		1	No		
2	12A toner Drum		1	No		
3	12A blade		1	No		
4						
5						
6						
7						
8						
9						
10						

PO / 69251

Remarks: This is for N Rajkumar

APPROVED
28 JUL 2020
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	Suneel	Approved by	
Sign.& Date	22-07-2020	Sign. & Date	

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