PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	01/09/2020	Prepared by:	T.D. Murthy
PO/WO no.	69833	PO / WO Date.	26/08/2020
Supplier Name	Sai Adhitya Computers	PO/WO amount	Rs. 767/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	347	20/08/2020	Rs. 767/-
2.			-
3.			-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 767/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	347	20/08/2020	-	□ 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. 767/-
Amount E – PO / WO value:	Rs. 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	**05/09/2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	1/9/20	1/9					

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

Sai Adhitya Computers

Mob : 9908273448
: 9652512695

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.

69833

GST : 36BTZPA2173D1ZN

Invoice No. 347 Invoice Date : 20/8/2020 PO.No. Date :

State : Telangana State Code 36 D.C.No. 1198

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)	Hp 88A Refiling		01	200	200	-
2)	Hp 88A New Drum	8443	01	300	300	-
3)	Hp 88A PICR		01	150	150	-

INWARD
Inward No: 396 Dt: 21/8/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 68812
Date 31/8

TOTAL AMOUNT BEFORE TAX :	650	-
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 Sixty Seven 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 above are true and correct
For *Sai Adhitya Computers*

Authorised Signatory

Purchase Order

 26-08-2020 11:04:18

69833
26.08.20 1:23:34

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	**Doc No**	69833	16435
106,1st Floor Kubera Towes,Narayanaguda, Hyd-20	**Doc Date**	26-08-2020	
	Quote No	Nil	
GSTIN 36BTZPA2173DIZN	**Quote Date**	26-08-2020	
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 *88A*	1.00	200.00	0.00	18.00	236.00
2	3522 - Computers and Peripherals - Toner drum - NA - nos *88A*	1.00	300.00	0.00	18.00	354.00
3	3535 - Computers and Peripherals - Processor - NA - nos *88A*	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 /	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	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 Bhavani printer
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name :

Contact ..

Accepted the above Terms And Conditions

For ***Sai Adhitya Computers***

Name :

Date : __/__/____

Requisition Form

Company Name:	Summit sales LLP	Date	20-08-2020
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16435
Material required before date:		ID No.	59357

No	Description	Size	Quantity	Units	Inward No	Date
1	88A Toner refilling		1	No		
2	88A drum		1	No		
3	88A PCR		1	No		
4						
5						
6		69833				
7						
8						
9						
10						

Remarks: This is for Venkata ramana printer.

Prepared By	Suneel	Approved by	
Sign.& Date	20-08-2020	Sign. & Date	

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