

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		07/07/2020		Prepared by:		MINISH	
PO/WO no.		69712		PO / WO Date.		20/08/2020	
Supplier Name		Shweta Computers		PO/WO amount		3,700/-	
Firm/Company		SSLLP.		Project		H/O.	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	12603	29/08/2020		3,700/-			
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						3,700/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			82700	☐ 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:						3,700/-	
Amount E – PO / WO value:						3,700/-	
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			Advance Paid.				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

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

SHWETA COMPUTERS

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

G S T : 36ACUFS2935A1ZZ

PHONE :66143437,66143438,66143439

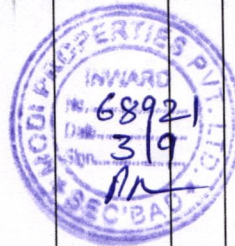
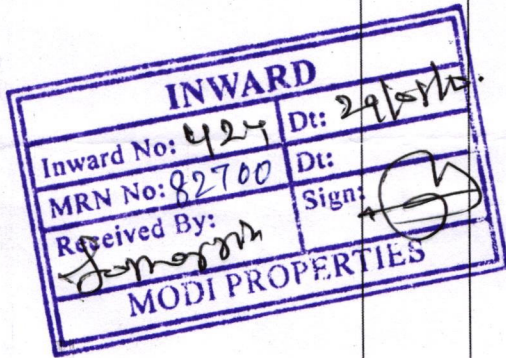
P A N : ACUFS2935A

GST INVOICE

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

INVOICE NO. : 012603
INVOICE DATE : 29/08/2020
PARTY PAN NO. :
PARTY GST NO. : 36ACQFS2044C1Z7
PARTY STATE NAME : Telangana

S.NO	PRODUCT DESCRIPTION	HSN Code	QTY	RATE	UNIT PRICE	CGST		SGST		IGST		AMOUNT
						%	AMT.	%	AMT.	%	AMT.	
1	HDD 1 TB LAPTOP SGT (ST1000LM035)	84717020	1	3700.00	3135.59	9.00	282.20	9.00	282.20			3135.59
	Add : CGST-				9.00%							282.20
	Add : SGST-				9.00%							282.20
	Add : ROUND OFF-											0.01



Signature of customer

1

Total Rs. 3700.00

Rupees Three Thousand Seven Hundred Only

TERMS & CONDITIONS :

SERVICE TIME (12:00PM TO 5:00PM) MONDAY TO FRIDAY

E. & O.E

For Shweta Computers

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 & consumables products etc
8. Warranty on all the parts or equipments is as per Manufacturer standard policy and shall be directly provided by Manufacturers only.



Authorised Signatory

Purchase Order

Page(s) 1 Of 1

20-08-2020 2:00:38 PM



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	69712	16396
	Doc Date	20-08-2020	
	Quote No	Nil	
	Quote Date	20-08-2020	
	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 1 TB	1.00	3,700.00	0.00	0.00	3,700.00
Total Order Value . . .					3,700.00

Rupees : Three Thousand Seven Hundred Only.

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
Penalty 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 Reshma laptop purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Shweta Computers**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Summit Sales LLP		Date		12-08-2020	
Site & Phase:		Head Office		Time:			
Supplier				Req. No.		16396	
Material required before date:					ID No.		59115
No	Description	Size	Quantity	Units	Inward No	Date	
1	500 GB HDD - 3700		1	No			
2	keyboard		1	No			
3	local purchase						
4							
5	shweta computer						
6							
7							
8							
9							
10							
Remarks: This is for reshma laptop							
Prepared By		Suneel		Approved by			
Sign. & Date		12-08-2020		Sign. & Date			
Note: On receipt of material at site write inward number and date in last 2 columns.							

