PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 07/09/2020 | 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 | HO |
| 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 | | | | | | | |

APPROVED 07 AUG 2020 MINISH PAREKH MANAGER PROCUREMENT

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
CHENOY 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 % | CGST AMT. | SGST % | SGST AMT. | IGST % | IGST AMT. | AMOUNT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | HDD 1 TB LAPTOP SGT (ST1000LM035) | 84717020 | 1 | 3700.00 | 3135.59 | 9.00 | 282.20 | 9.00 | 282.20 | | | 3135.59 |
| | | | | | | | | | | | | 3135.59 |
| | Add : CGST- | | | | 9.00% | | | | | | | 282.20 |
| | Add : SGST- | | | | 9.00% | | | | | | | 282.20 |
| | Add : ROUND OFF- | | | | | | | | | | | 0.01 |
| | | | 1 | | | | | | | | | |

INWARD
Inward No: 424 Dt: 29/08/20
MRN No: 82700 Dt:
Received By: Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 6892
Date 3/9
Sign.

**Signature of customer**

**Rupees Three Thousand Seven Hundred Only** **Total Rs. 3700.00**

**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**

# Purchase Order

 20-08-2020 2:00:38 PM

69712
21.08.20 11:10:00

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 | **Doc No** | 69712 | 16396 |
| Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003. | **Doc Date** | 20-08-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACUFS2935A1ZZ | **Quote Date** | 20-08-2020 | |
| 9248091726 | **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<br>*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<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>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 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 | 1TB 500 GB HDD - 3700 | | 1 | No | | |
| 2 | keyboard | | 1 | No | | |
| 3 | local Purchase | | | | | |
| 4 | | | | | | |
| 5 | shweta computer | | | | | |
| 6 | 6972 | | | | | |
| 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.

APPROVED BY
12 AUG 2020
SOHAM MODI
MANAGING DIRECTOR