PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	9/09/20	Prepared by:	Keerthi
PO/WO no.	69938	PO / WO Date.	29/08/20
Supplier Name	Shweta Computers	PO/WO amount	3200
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	013126	3/09/20	3200/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3200/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	013126	3/09/20	82779	□ 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:	3200/-
Amount E – PO / WO value:	3200/-
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 (expla~~ined 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	14/09/20

Remarks:_

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi		APPROVED 09 AUG 2020 MINISH PARIKH MANAGER PROCUREMENT				
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
CHENOY TRADE CENTER, PARKLANE
SECUNDERABAD 500003
PHONE :66143437,66143438,66143439

G S T : 36ACUFS2935A1ZZ   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.	**: 013126**
INVOICE DATE	**: 03/09/2020**
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	RAM 8 GB DDR	84733030	1	2900.00	2457.63	9.00	221.19	9.00	221.19			2457.63
2	MOUSE OPTICAL FRONTECH USB	84716060	2	150.00	127.12	9.00	22.88	9.00	22.88			254.24
												2711.87
	Add : CGST-				9.00%							244.07
	Add : SGST-				9.00%							244.07
	Less: ROUND OFF-											0.01
			3									

INWARD
Inward No: 452   Dt: 08/09/20
MRN No: Dt:
Received By: Sumant   Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 68980

Signature of customer

Rupees Three Thousand Two Hundred Only   **Total Rs. 3200.00**

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 & 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.

SHWETA COMPUTERS TEL 040 66143439

Authorised Signatory

Purchase Order

 29-08-2020 10:25:53 AM

69938
27.08.20 2:29:37

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**	69938	16447
Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003.	**Doc Date**	29-08-2020	
	Quote No	Nil	
GSTIN 36ACUFS2935A1ZZ	**Quote Date**	29-08-2020	
9248091726	**SupplyType**	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3519 - Computers and Peripherals - RAM - other - nos *8 gb*	1.00	3,200.00	0.00	0.00	3,200.00
					Total Order Value . . .	**3,200.00**

Rupees : Three Thousand Two Hundred Only.

Terms and Conditions :-

Specification / Brand	All items shall be of Dell 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
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. above order for Dell laptop purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

29/08/2020

Name : ____________

Accepted the above Terms And Conditions

For ***Shweta Computers***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	28 -08-2020
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16447
Material required before date:		ID No.	59429

No	Description	Size	Quantity	Units	Inward No	Date
1	8 GB DDR laptop Ram		1	No		
2						
3	109938					
4						
5						
6						
7						
8						
9						
10						

Remarks: This is for new dell laptop. The price is 3200/-

Prepared By	K.Suneel	Approved by	APPROVED BY 28 AUG 2020 MANAGING DIRECTOR
Sign.& Date	28-08-2020	Sign. & Date	

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

Requisition Form

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Prepared By		Approved by	
Sign.& Date		Sign. & Date	

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