

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	9/09/20	Prepared by:	Kullthi
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 (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		14/09/20	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	Kullthi		
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

G S T : 36ACUFS2935A1ZZ

PHONE :66143437,66143438,66143439

P A N : ACUFS2935A

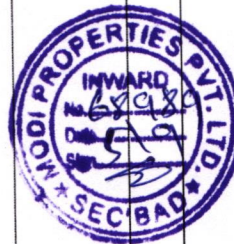
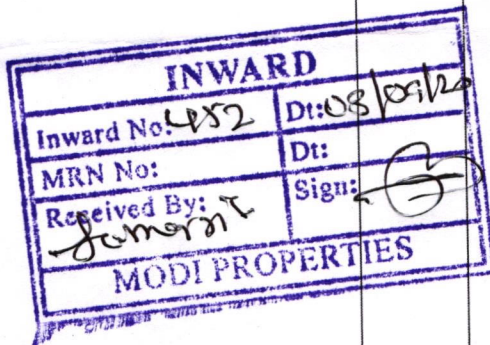
GST INVOICE

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

INVOICE NO. : 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		SGST		IGST		AMOUNT
						%	AMT.	%	AMT.	%	AMT.	
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
						9.00%						244.07
						9.00%						244.07
												0.01

Add : CGST-
Add : SGST-
Less: ROUND OFF-



Signature of customer

3

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 & 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

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

Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003.

GSTIN 36ACUFS2935A1ZZ

9248091726

Doc No

69938

16447

Doc Date

29-08-2020

Quote No

Nil

Quote Date

29-08-2020

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

Penalty 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

Accepted the above Terms And Conditions

For **Shweta Computers**

Name : _____

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						
4						
5						
6						
7						
8						
9						
10						

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

Prepared By	K.Suneel	Approved by	
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.