

PURCHASE DIVISION  
Advice for approval for credit to supplier

16302

|                                                               |                  |                                                                                                                                                                           |                     |
|---------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Date: 21/09/2020                                              |                  | Prepared by: MINISH                                                                                                                                                       |                     |
| PO/WO no. 68525                                               |                  | PO / WO Date. 26/06/2020                                                                                                                                                  |                     |
| Supplier Name Sai Adhitya Computers                           |                  | PO/WO amount 708/-                                                                                                                                                        |                     |
| Firm/Company S S L L                                          |                  | Project H/O                                                                                                                                                               |                     |
| Sl. No.                                                       | Bill No.         | Bill Date                                                                                                                                                                 | Bill amount         |
| 1.                                                            | 305              | 26/06/2020                                                                                                                                                                | 708/-               |
| 2.                                                            |                  |                                                                                                                                                                           |                     |
| 3.                                                            |                  |                                                                                                                                                                           |                     |
| 4.                                                            |                  |                                                                                                                                                                           |                     |
| Amount A – Bills total(Excluding Transport & Hamali Charges): |                  |                                                                                                                                                                           | Rs. 708/-           |
| Sl. No.                                                       | DC No            | DC. Date                                                                                                                                                                  | MRN No.             |
| 1.                                                            |                  |                                                                                                                                                                           |                     |
| 2.                                                            |                  |                                                                                                                                                                           |                     |
| 3.                                                            |                  |                                                                                                                                                                           |                     |
| Amount B – Other Credits :                                    |                  |                                                                                                                                                                           |                     |
| Amount C – Other Debits :                                     |                  |                                                                                                                                                                           |                     |
| Amount D (D=A+B-C) – Amount to be credited to the supplier:   |                  |                                                                                                                                                                           |                     |
| Amount E – PO / WO value:                                     |                  |                                                                                                                                                                           | 708/-               |
| Amount F – Difference (A – E):                                |                  |                                                                                                                                                                           | 708/-               |
| Quantity received as per PO / WO                              |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below) |                     |
| Is difference between PO / Bill acceptable?                   |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explained below)                                                                                     |                     |
| Excess / short material received                              |                  | <input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)                                                     |                     |
| Close PO / W?O                                                |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)                             |                     |
| Advance paid / PDC given (deduct when paying)                 |                  | <input type="checkbox"/> Yes – Rs. _____ /- <input checked="" type="checkbox"/> No                                                                                        |                     |
| Payment – due date                                            |                  | 26/09/2020                                                                                                                                                                |                     |
| Remarks:                                                      |                  |                                                                                                                                                                           |                     |
| Approved by                                                   | Purchase Officer | Purchase Manager                                                                                                                                                          | Procurement 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 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

Mob : 9908273448

☎ : 9652512695



## Sai Adhitya Computers

One Stop Refilling Solutions...

A Complete Refilling of Laser Toners and Inkjet Cartridges

#106, 1st Floor, Kubera Towers, Narayanaguda, Hyderabad - 20

email : saiadhityacomputers@gmail.com.

**GST : 36BTZPA2173D1ZN**

Invoice No. **305**

Invoice Date : 26/6/2020 PO.No.

Date :

State : Telangana

State Code **36**

D.C.No. **1156**

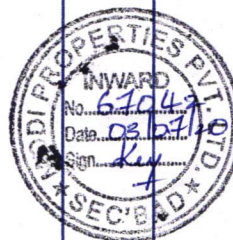
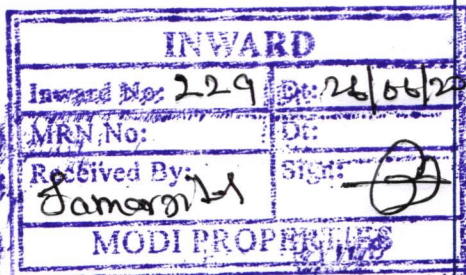
Mrs. SUMMIT Sales LLP

Place of Service:

Address: \_\_\_\_\_

GST IN : 36ACQES204K977 State Code : **36**

| S.No. | DESCRIPTION      | HSN Code | QTY | RATE | AMOUNT |     |
|-------|------------------|----------|-----|------|--------|-----|
|       |                  |          |     |      | Rs.    | Ps. |
| 1     | HP 12A Refilling | 8443     | 01  | 200  | 200    | 0   |
| 2     | HP 12A New Drum  |          | 01  | 300  | 300    | 0   |
| 3     | HP 12A wblc      |          | 01  | 100  | 100    | 0   |



TOTAL AMOUNT BEFORE TAX :

600

### Bank Details:

Bank Name : Mahesh Bank  
Bank Account Number : 012001200008889  
Bank Branch IFSC Code : APMC0000012

ADD : CGST : 9%

ADD SGST : 9%

ADD IGST : 18%

TOTAL AMOUNT AFTER TAX:

708

Rupees in Words: Seven Hundred Eight 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.



Certified that the particulars given above are true and correct  
For **Sai Adhitya Computers**

Aveny  
Authorised Signatory

# Purchase Order

Page(s) 1 Of 5

02-07-2020 12:43:53 PM



68525

02.07.20 12:12:26

From Company : **Summit Sales LLP**

5-4-187/3&amp;4, II nd floor, MG Road, Secunderabad-500003.

G S T No. : 36ACQFS2044C1Z7

**Supplier Details**

Sai Adhitya Computers

106, 1st Floor Kubera Towes, Narayanaguda, Hyd-20

9908273448

9652512695

|                   |            |       |
|-------------------|------------|-------|
| <b>Doc No</b>     | 68525      | 16302 |
| <b>Doc Date</b>   | 26-06-2020 |       |
| <b>Quote No</b>   | Nil        |       |
| <b>Quote Date</b> | 26-06-2020 |       |
| <b>SupplyType</b> | 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<br>12A | 1.00 | 200.00 | 0.00 | 18.00 | 236.00        |
| 2 3522 - Computers and Peripherals - Toner drum - NA - nos          | 1.00 | 300.00 | 0.00 | 18.00 | 354.00        |
| 3 3530 - Computers and Peripherals - Toner Magnet - Other<br>- nos  | 1.00 | 100.00 | 0.00 | 18.00 | 118.00        |
| <b>Total Order Value . . .</b>                                      |      |        |      |       | <b>708.00</b> |
| Rupees : Seven Hundred Eight Only.                                  |      |        |      |       |               |

**Terms and Conditions :-****Specification / Brand** 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 &amp; 4, II nd Floor, M.G.Road, Secunderabad - 500003

Phone. 040-66335551

**Penalty For Delay** Nil**Transportation Cost** 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 HO use purpose**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sai Adhitya Computers**

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_/\_\_/\_\_

## Requisition Form

| Company Name:                  |                     | Summit sales LLP |          | Date:        |           | 26-06-2020 |       |
|--------------------------------|---------------------|------------------|----------|--------------|-----------|------------|-------|
| Site & Phase :                 |                     | Head Office      |          | Time:        |           |            |       |
| Supplier                       |                     |                  |          | Req. No.     |           | 16302      |       |
| Material required before date: |                     |                  |          |              | ID No.    |            | 58168 |
| No                             | Description         | Size             | Quantity | Units        | Inward No | Date       |       |
| 1                              | 12A toner refilling |                  | 1        | Nos          |           |            |       |
| 2                              | 12A toner Drum      |                  | 1        | No           |           |            |       |
| 3                              | 12A toner magnet    |                  | 1        | No           |           |            |       |
| 4                              |                     |                  |          |              |           |            |       |
| 5                              |                     |                  |          |              |           |            |       |
| 6                              |                     |                  |          |              |           |            |       |
| 7                              |                     |                  |          |              |           |            |       |
| 8                              |                     |                  |          |              |           |            |       |
| 9                              |                     |                  |          |              |           |            |       |
| 10                             |                     |                  |          |              |           |            |       |
| Remarks: This is for prabhakar |                     |                  |          |              |           |            |       |
| Prepared By                    |                     | K.Suneel         |          | Approved by  |           |            |       |
| Sign.& Date                    |                     | 26-06-2020       |          | Sign. & Date |           |            |       |

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