16302

PURCHASE DIVISION
Advice for approval for credit to supplier

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	SSLLP.	Project	HO.
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.	DC matches MRN
1.				□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits :	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	708/-
Amount E – PO / WO value:	708/-
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	26/09/2020.
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 21 SEP 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 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 Tonars and Inkjet Catridges

#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
Address:
GST IN : 36ACQFS2014C1Z7 State Code : 36
Place of Service:

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT Rs.	Ps.
1	Hp. 12A Refilling	8443	01	200	200	00
2)	Hp 12A New DRUM		01	300	300	00
3	Hp 12A W/B/C		01	100	100	00

INWARD
Inward No: 229 Dt: 26/06/20
MRN No: Dt:
Received By: Samaram Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 61047
Date 03/07/20
Sign.

TOTAL AMOUNT BEFORE TAX :	600	00
ADD : CGST : 9%	54	00
ADD SGST : 9%	54	00
ADD IGST : 18%		
TOTAL AMOUNT AFTER TAX:	708	00

Bank Details:

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

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.

SAI ADITYA COMPUTERS A Complete Refilling Centre 9908273448 9652512695
(Office Seal)

Certified that the particulars give agove are true and correct
For ***Sai Adhitya Computers***
Authorised Signatory

Purchase Order

Pag(s) 1 Of 1 02-07-2020 12:43:53 PM

68525
02.07.20 12:12:26

From Company : **Summit Sales LLP**
5-4-187/3&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	**Doc No**	68525	16302
	Doc Date	26-06-2020	
	Quote No	Nil	
	Quote Date	26-06-2020	
	SupplyType	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 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 - nos	1.00	100.00	0.00	18.00	118.00
					Total Order Value . . .	**708.00**

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 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality 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

02/07/2020

Name : ____________________

Accepted the above Terms And Conditions

For ***Sai Adhitya Computers***

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	PO						
5	65825				APPROVED		
6					02 JUL 2020		
7							
8					MINISH PARIKH		
9					MANAGER PROCUREMENT		
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.