PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/10/2020	Prepared by:	C.Neha
PO/WO no.	71209	PO / WO Date.	10/10/2020
Supplier Name	Sai Adhitya Computers	PO/WO amount	885/-
Firm/Company	Summit Sales LLP	Project	Head Office
Sl. No.	Bill No.	Bill Date	Bill amount
1.	389	02/10/2020	885/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			885/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.				□ 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:	885/-
Amount E – PO / WO value:	885/-
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 / WO	☑ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes – Rs.____/- ☑ No
Payment – due date	16/10/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha						
Date	14/10/2020						

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 IV. Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

- Laser Toners
- Ink Jets
- Ribbons
- Xerox Cartridges

TAX INVOICE

Sai Adhitya Computers

One Stop Refilling Solutions...

Mob : 9908273448
: 9652512695

A Complete Refilling of Laser Tonars and Inkjet Catridges

#106, 1st Floor, Kubera Towers, Narayanaguda, Hyderabad - 20
email : saiadhityacomputers@gmail.com.

7|209

GST : 36BTZPA2173D1ZN

Invoice No. 389 Invoice Date : 2|10|2020 PO.No. Date :
State : Telangana State Code 36 D.C.No. 2183

Mrs. SUMMIT SALES LLP
Address:
GST IN : 36ACQFS2044C1Z7 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
4)	Hp 12A m/a/j		01	150	150	00
					TOTAL AMOUNT BEFORE TAX : 750	00
					ADD : CGST : 9% 67	50
					ADD SGST : 9% 67	50
					ADD IGST : 18%	
					TOTAL AMOUNT AFTER TAX: 885	00

INWARD
Inward No: 531 Dt: 2/10/20
MRN No: Dt:
Received By: Samarjit Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 70037 Date 13/10 Sign.

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

Rupees in Words: Eight Hundred Eighty Five 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 ADHITYA COMPUTERS 9908273448 9652512695 A Complete Refilling Centre
(Office Seal)

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

Purchase Order

   12-10-2020 14:29:41

71209
10.10.20 12:26:27

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	**Doc No**	71209	16551
106,1st Floor Kubera Towes,Narayanaguda, Hyd-20	**Doc Date**	10-10-2020	
	Quote No	Nil	
GSTIN 36BTZPA2173DIZN	**Quote Date**	10-10-2020	
9908273448 9652512695	**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	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	3535 - Computers and Peripherals - Processor - NA - nos	1.00	100.00	0.00	18.00	118.00
4	3535 - Computers and Peripherals - Processor - NA - nos	1.00	150.00	0.00	18.00	177.00
					Total Order Value . . .	**885.00**

Rupees : Eight Hundred Eighty Five Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Next Working 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 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 site use purpose. Purchase printer.

Completion Date NA

Measurment NA

Security Nil

Remarks

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Contact ...

Accepted the above Terms And Conditions

For ***Sai Adhitya Computers***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit sales	Date:	02-10-2020
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16551
Material required before date:		ID No.	G0499

No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner Refilling		1	No		
2	12A toner drum		1	No		
3	12A wiper		1	No		
4	12A maganet		1	No		
5						
6						
7						
8						
9						
10						

PO: 11209

Remarks: This is for purchase printer

Prepared By	Suneel	Approved by	
Sign.& Date	02-10-2020	Sign. & Date	

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