

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 03/12/2020		Prepared by: Neha	
PO/WO no. 72408		PO / WO Date. 18/11/2020	
Supplier Name Sai Adhitya Computers		PO/WO amount 767/-	
Firm/Company SSUP		Project Head office	
Sl. No.	Bill No.	Bill Date	Bill amount
1	413	19/11/20	767/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			767/-
Sl. No.	DC No.	DC. Date	MRN No. DC matches MRN
1.	/	/	85904 ☐ Yes ☐ No
2.			☐ Yes ☐ No
3.			☐ Yes ☐ No
Amount B –Other Credits : Transportation charges			-
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			767/-
Amount E – PO / WO value:			767/-
Amount F – Difference (A – E): GST-18%			-
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		07/12/2020	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign: Neha			
Date: 03/12/20	2/12		

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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

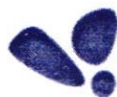
• Ribbons

• Xerox Cartridges

TAX INVOICE

Mob : 9908273448

☎ : 9652512695



Sai Adhitya Computers

One Stop Refilling Solutions...

A Complete Refilling of Laser Toners and Inkjet Catridges

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

email : saiadhityacomputers@gmail.com.

GST : 36BTZPA2173D1ZN

PO 72408

Invoice No. **413** Invoice Date : 19/11/2020 PO.No.

Date :

State : Telangana

State Code **36**

D.C.No.

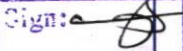
2516

Mrs. SUMMIT SALES LLP

Place of Service:

Address: _____

GST IN : 36ACQFS2044C177 State Code : **36**

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT	
					Rs.	Ps.
1)	Hp 88A Refueling	8443	01	200	200 !	0
2)	Hp 88A Newbury		01	300	300 !	0
3)	Hp 88A plcr		01	150	150 !	0
INWARD Inward No: 490 Dt: 19/11/20 MRN No: 8590 Dt: Received By:  Sign:  MODI PROPERTIES INWARD No. 31642 Date: 19/11/20 Sign:  MODI PROPERTIES PVT. LTD. SEC'D Sf						

TOTAL AMOUNT BEFORE TAX :

650! →

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:

58! →

58! →

767! →

Rupees in Words:

Seven Hundred Sixty Seven 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 give above are true and correct

For **Sai Adhitya Computers**

[Signature]
Authorised Signatory

Purchase Order

(s) 1 of 1

24-11-2020 16:10:52



72408

16.11.20 11:25:35

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

GSTIN 36BTZPA2173DIZN

9908273448

9652512695

Doc No	72408	168149
Doc Date	18-11-2020	
Quote No	Nil	
Quote Date	18-11-2020	
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	1.00	200.00	0.00	18.00	236.00
2 3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	300.00	0.00	18.00	354.00
3 3535 - Computers and Peripherals - Processor - NA - nos	1.00	150.00	0.00	18.00	177.00
Total Order Value . . .					767.00

Rupees : Seven Hundred Sixty Seven 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 Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra, 9502266233, Mahesh.

Penalty 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.
For Pavan

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**

Date : _/_/_

Requisition Form

Company Name:		Summit Sales LLP		Date:		19-11-2020	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		16688	
Material required before date:				ID No.		61721	
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A toner refilling		1	No			
2	12A toner drum		2	No			
3							
4							
5							
6							
7							
8							
9							
10							
P.O. 42408 APPROVED 26 NOV 2020 MINISH PARIKH MANAGER PROCUREMENT							
Remarks: This is for pavan printer							
Prepared By		Suneel		Approved by			
Sign. & Date		19-11-2020		Sign. & Date			

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