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	SSLLP	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	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	03/12/20	3/12					

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/-

TAX INVOICE

- Laser Toners
- Ink Jets
- Ribbons
- Xerox Cartridges

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

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

Address:

GST IN : 36ACQFS2046C1Z7 State Code : 36

Place of Service:

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT Rs.	Ps.
1)	Hp 88A Refeling	8443	01	200	200 !	0
2)	Hp 88A NewDRUM		01	300	300 !	0
3)	Hp 88A P/C/R		01	150	150 !	0

INWARD
Inward No: 490 Dt: 28/11/20
MRN No: 8590 Dt:
Received By: Sonam Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 7642
Date 27/11
Sign. Neha

TOTAL AMOUNT BEFORE TAX :	650	0
ADD : CGST : 9%	58	50
ADD SGST : 9%	58	50
ADD IGST : 18%		
TOTAL AMOUNT AFTER TAX:	767	0

Bank Details:

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

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.

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

 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	**Doc No**	72408	168149
106,1st Floor Kubera Towes,Narayanaguda, Hyd-20	**Doc Date**	18-11-2020	
	Quote No	Nil	
GSTIN 36BTZPA2173DIZN	**Quote Date**	18-11-2020	
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	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.
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. ForPavan
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For *Summit Sales LLP*
Authorised Signatory

Name : 26/11/2020

Contact : -

Accepted the above Terms And Conditions
For *Sai Adhitya Computers*

Name : ______

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.