PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/12/2020	Prepared by:	NEHA .C
PO/WO no.	72752	PO / WO Date.	07/12/2020
Supplier Name	Sai Adhitya computers	PO/WO amount	1003/-
Firm/Company	3516	Project	Head office
Sl. No.	Bill No.	Bill Date	Bill amount
1	423	3/12/2020	1003/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1003/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.				☐ 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:	1003
Amount E – PO / WO value:	1003
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	14/12/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	11/12/20	11/12					

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 Tonars and Inkjet Catridges

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

GST : 36BTZPA2173D1ZN

72752

Invoice No. 423 Invoice Date : 3/12/2020 PO.No. Date :

State : Telangana State Code 36 D.C.No. 2523

Mrs. SUMMIT SALES LLP

Address:

GST IN : 36ACOFS2044C1Z4 State Code : 36

Place of Service:

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT Rs.	Ps.
1)	Hp. 12A Refiling		01	200	200	00
2)	Hp 88A " "	8443	01	200	200	00
3)	Hp 88A New Drum		01	300	300	00
4)	Hp 12A m/ag		01	150	150	00
				TOTAL AMOUNT BEFORE TAX :	850	00
				ADD : CGST : 9%	76	50
				ADD SGST : 9%	76	50
				ADD IGST : 18%		
				TOTAL AMOUNT AFTER TAX:	1003	00

INWARD
Inward No: 549 Dt: 08/12/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No: 71999 Date: 09/12 Sign:

Bank Details:

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

Rupees in Words: One thousand Three Rupees Onoy/-

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

 07-12-2020 10:35:10

Orig

72752
25.11.20 1:31:18

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**	72752	16722
	Doc Date	07-12-2020	
	Quote No	Nil	
	Quote Date	07-12-2020	
	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	150.00	0.00	18.00	177.00
3	3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	300.00	0.00	18.00	354.00
4	3523 - Computers and Peripherals - Toner refill - NA - nos	1.00	200.00	0.00	18.00	236.00
					Total Order Value . . .	**1,003.00**

Rupees : One Thousand Three 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. FoR Venkat ramana
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For *Summit Sales LLP*

Authorised Signatory

Name : 07/12/2020

Contact - -

Accepted the above Terms And Conditions

For *Sai Adhitya Computers*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP	Date:	03-12-2020
Site & Phase :	Head Office	Time:	16722
Supplier	Sai Adithya	Req. No.	62061
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner refilling		1	No		
2	88A Refilling		1	No		
3	88A drum		1	No		
4	12 A Magnet		1	No		
5						
6						
7						
8						
9						

4225

APPROVED
07 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: This is for Venkat ramana printer

Prepared By	Suneel	Approved by	
Sign.& Date	03-12-2020	Sign. & Date	

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