

**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 25116                  |          | 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):

|         |        |          |         |                                                          |
|---------|--------|----------|---------|----------------------------------------------------------|
| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN                                           |
| 1.      |        |          |         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.      |        |          |         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3.      |        |          |         | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Amount B –Other Credits : Transportation charges

Amount C –Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier:

Amount E – PO / WO value:

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 | MD | Accounts – receiver of bill | Accountant | Accounts Manager |
|-------------|--------------------|--------------------|---------------------|----|-----------------------------|------------|------------------|
| Sign:       | <i>[Signature]</i> | <i>[Signature]</i> |                     |    |                             |            |                  |
| Date        | 11/12/20           | 11/12/20           |                     |    |                             |            |                  |

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 Cartridges**

#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

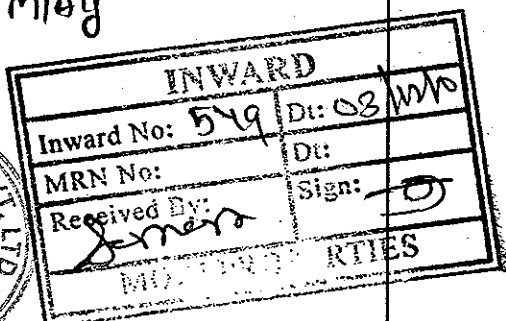
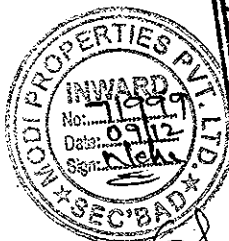
State Code **36**D.C.No. **2523**Mrs. **SUMMIT SALES LLP**

Place of Service:

Address:

GST IN : **36AC0F52044C174** State Code : **36**

| S.No. | DESCRIPTION      | HSN Code | QTY | RATE | AMOUNT |     |
|-------|------------------|----------|-----|------|--------|-----|
|       |                  |          |     |      | Rs.    | Ps. |
| 1     | Hp 12A Refilling | 8443     | 01  | 200  | 200    | 00  |
| 2     | Hp 88A " "       |          | 01  | 200  | 200    | 00  |
| 3     | Hp 88A New Drum  |          | 01  | 300  | 300    | 00  |
| 4     | Hp 12A mlog      |          | 01  | 150  | 150    | 00  |



TOTAL AMOUNT BEFORE TAX :

850 00

**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:

1003 00

Rupees in Words:

One thousand Three Hundred Rupees Only/-

**Terms and Conditions :**

E &amp; 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 given above are true and correct  
 For **Sai Adhitya Computers**

*A. Venky*  
 Authorised Signatory

# Purchase Order

Page(s) 1 Of 1

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

|                   |            |       |
|-------------------|------------|-------|
| <b>Doc No</b>     | 72752      | 16722 |
| <b>Doc Date</b>   | 07-12-2020 |       |
| <b>Quote No</b>   | Nil        |       |
| <b>Quote Date</b> | 07-12-2020 |       |
| <b>SupplyType</b> | 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          |
| <b>Total Order Value . . .</b>                                  |      |        |      |       | <b>1,003.00</b> |

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

**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  
Venkat ramana

**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**

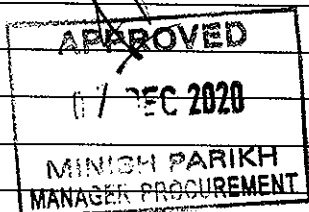
Name : \_\_\_\_\_

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

# Requisition Form

|                                |                  |          |                |
|--------------------------------|------------------|----------|----------------|
| Company Name:                  | Summit Sales LLP | Date:    | 03-12-2020     |
| Site & Phase :                 | Head Office      | Time:    |                |
| Supplier                       | Sai Adithya      | Req. No. | 16722<br>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  |                     |      |          |       |           |      |
|    |                     |      |          |       |           |      |



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.