PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	19/01/2021	Prepared by:	T.D. Murthy
PO/WO no.	73131	PO / WO Date.	19/12/2020
Supplier Name	Shwetha Computers	PO/WO amount	Rs. 3,700/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	026499	05/01/2021	Rs. 3,700/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 3,700/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	026499	05/01/2021	-	☑ Yes ☐ No
2.	-	-	-	☐ Yes ☐ N
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:	Rs. 3,700/-
Amount E – PO / WO value:	Rs. 3,700/-
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 / W?O	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs. /- ☑ No
Payment – due date	**23/01/2021**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 19 JAN 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	19/1	19/1					

Notes: 1. In case amount to be credited to supplier and the bill amount 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 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/-

SHWETA COMPUTERS

SHOP NO.1,2,3,4,GROUND FLOOR
CHENOY TRADE CENTER, PARKLANE
SECUNDERABAD 500003

GST : 36ACUFS2935A1ZZ PHONE :66143437,66143438,66143439 PAN : ACUFS2935A

GST INVOICE

To : SUMMIT SALES LLP
5-4-187/3&4, 3rd FLOOR
M.G ROAD,RANIGUNJ,HYD
PH:9502199355

INVOICE NO.	: 026499
INVOICE DATE	: 05/01/2021
PARTY PAN NO.	: 73131
PARTY GST NO.	: 36ACQFS2044C1Z7
PARTY STATE NAME	: Telangana

AGST PO NO. 73131 DATED:19-12-2020

S.NO	PRODUCT DESCRIPTION	HSN Code	QTY	RATE	UNIT PRICE	CGST %	CGST AMT.	SGST %	SGST AMT.	IGST %	IGST AMT.	AMOUNT
1	HDD 1 TB LAPTOP SGT (ST1000LM035)	84717020	1	3700.00	3135.59	9.000	282.20	9.000	282.20			3135.59
												3135.59
	Add : CGST-				9.00%							282.20
	Add : SGST-				9.00%							282.20
	Add : ROUND OFF-											0.01
			1									

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No: 13313 Date: 13/1/20 Sign:

INWARD	
Inward No: 15570	Dt: 6/01/21
MRN No:	Dt:
Received By:	Sign:
SUMMIT SALES LLP	

Signature of customer

Rupees Three Thousand Seven Hundred Only **Total Rs. 3700.00**

TERMS & CONDITIONS : **SERVICE TIME (12:00PM TO 5:00PM) MONDAY TO FRIDAY** **E.& O.E**

1. No warranty for burnt/Physical damage goods.
2. For Warranty bring Product with box.
3. In case of default interest payable @ 24% p.a. from bill date
4. All disputes are subject to secunderabad jurisdiction
5. Payment should be sent through A/c payee cheque/Draft only
6. Standard Warranty 11 months from the date of Invoice.
7. No warranty on adaptor,cables,earphone,other accessories & consumbales products etc
8. Warranty on all the parts or equipments is as per Manufacturer standard policy and shall be directly provided by Manufacturers only.

For Shweta Computers

SHWETA COMPUTERS TEL 040-66143439

Authorised Signatory

Purchase Order

 19-12-2020 10:32:06

Origi

73131
16.12.20 11:40:30

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details

Shweta Computers
Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003.

GSTIN 36ACUFS2935A1ZZ

9248091726

~~Doc No~~	73131	~~16764~~
Doc Date	19-12-2020	
Quote No	Nil	
Quote Date	19-12-2020	
SupplyType	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3529 - Computers and Peripherals - Hard Disk - NA - Nos *1 TB*	1.00	3,700.00	0.00	0.00	3,700.00
	Rupees : Three Thousand Seven Hundred Only.				**Total Order Value . . .**	**3,700.00**

Terms and Conditions :-

Specification /	All items shall be of Seagate Brand
Payment Terms	100% as advance
Tax	Inclusive of all taxes
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	1 yr
Advance Paid	Rs..... vide cheq....
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order forBhasker sir laptop
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*
Authorised Signatory

Name : ____________

Contact - -

Accepted the above Terms And Conditions
For *Shweta Computers*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit Sales	Date:	18-12-2020
Site & Phase :	SSLLP	Time:	
Supplier		Req. No.	16764
Material required before date:		ID No.	62405

No	Description	Size	Quantity	Units	Inward No	Date
1	1TD laptop HDD		1	No		
2						
3						
4						
5						
6						
7						
8						
9						
10						

69711

Swathy Computers

73131

Remarks: This is for Bhaskar Laptop

Prepared By	Suneel	Approved by	
Sign.& Date	18-12-2020	Sign. & Date	

APPROVED
19 DEC 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

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