PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	13/02/21	Prepared by:	PRABHAKAR.P
PO/WO no.	74573	PO / WO Date.	8/2/21
Supplier Name	Sri Adithya Computers	PO/WO amount	767.00
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	469	1/2/21	767-00
2			
3			
Amount A – Bills total(Excluding Transport & Hamali Charges):			767-00

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:	767-00
Amount E – PO / WO value:	767-00
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	**22-02-21**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]	APPROVED 15 FEB 2021 MANISH PARIKH MANAGER PROCUREMENT				
Date		13/2					

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.

745573

GST : 36BTZPA2173D1ZN

Invoice No. 469 Invoice Date : 1/2/21 PO.No. Date :

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

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. 12A Recycle Cartridge	8443	01	650	650	—
	TOTAL AMOUNT BEFORE TAX :				650	—
	ADD : CGST : 9%				58	50
	ADD SGST : 9%				58	50
	ADD IGST : 18%				\	
	TOTAL AMOUNT AFTER TAX:				767	—

INWARD
Inward No: 15745 Dt: 2-02-21
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

MODI PROPERTIES PVT. INWARD No. 14057 Date 4/2

MODI PROPERTIES PVT. LTD. SEC'BAD

Certified by:
Stores Manager

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

Certified that the particulars give above are true and correct
For *Sai Adhitya Computers*

Authorised Signatory

Purchase Order

74573
05.02.21 11:35:32

 08-02-2021 17:42:01

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**	74573	168376
	Doc Date	08-02-2021	
	Quote No	Nil	
	Quote Date	08-02-2021	
	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 *Recycle catridge*	1.00	650.00	0.00	18.00	767.00
	Total Order Value . . .					**767.00**

Rupees : Seven Hundred Sixty Seven Only.

Terms and Conditions :-

Specification / Brand	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
Penality For Delay	Nil
Transportation Cost	Transport cost shall be bome 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 site use
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For *Summit Sales LLP*
Authorised Signatory

Name : 09/02/2021

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP		
Site & Phase :	SHLLP	Date:	30-01-21
Supplier		Time:	
Material required before date:		Req: No:	168376
		ID No.	63720

No	Description	Size	Quantity	Units	Inward No	Date
1	HP 12A Recycle catridge					
2			1	Nos		
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: This is for aruna madam & kanakarao

Prepared By	K.Suneel		
Sign.& Date	30-01-21	Approved by	
		Sign. & Date	

APPROVED
30 JAN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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

Requisition Form

Company Name:			
Site & Phase :		Date:	
Supplier		Time:	
Material required before date:		Req: No:	
		ID No.	

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

Remarks:

Prepared By			
Sign.& Date		Approved by	
		Sign. & Date	

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