PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	25/2/21	Prepared by:	NEHA
PO/WO no.	74883	PO / WO Date.	17/02/2021
Supplier Name	Sai Adhitya computers	PO/WO amount	1298/-
Firm/Company	Cellp	Project	~~SHLP~~ HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	474	10/2/21	1298/-
2			
3			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1298/-

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:	1298/-
Amount E – PO / WO value:	1298/-
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~~ 01/03/21
Remarks	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha						
Date	25/02/2021						

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

Sai Adhitya Computers

One Stop Refilling Solutions...

Mob : 9908273448
: 9652512695

A Complete Refilling of Laser Tonars and Inkjet Catridges
#106, 1st Floor, Kubera Towers, Narayanaguda, Hyderabad - 20
email : saiadhityacomputers@gmail.com.

GST : 36BTZPA2173D1ZN

74883

Invoice No. 474 Invoice Date : 10/2/21 PO.No. Date :
State : Telangana State Code 36 D.C.No. 2796

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 Refilling		01	200	200	0
2)	Hp 88A " "	8443	01	200	200	0
3)	Hp 12A New Drum		01	300	300	0
4)	Hp 88A " "		01	300	300	0
5)	Hp 12A PCR		01	100	100	0
	TOTAL AMOUNT BEFORE TAX :				1100	0
	ADD : CGST : 9%				99	0
	ADD SGST : 9%				99	0
	ADD IGST : 18%					
	TOTAL AMOUNT AFTER TAX:				1298	0

INWARD
Inward No: 817 Dt: 10/2/21
MRN No: Dt:
Received By: Samarjith Sign:
MODI PROPERTIES

MODI PROPERTIES SEC'BAD 74619 22/2

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

Rupees in Words: Twelve Hundred Ninety Eight 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

Requisition Form

Company Name:	Summit sales	Date:	09-02-2021
Site & Phase :	Head office	Time:	
Supplier		Req. No.	182641
Material required before date:		ID No.	64009

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner Refilling		4	Nos		
2	12A Drum 74883		1	Nos		
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: This is for Priyanka, pavan, Rajkumar, Bhaskar printer

APPROVED
17 FEB 2021
MINISH PARIKH
MANAGER PROJECTS

Prepared By	Suneel	Approved by	
Sign.& Date	09-02-2021	Sign. & Date	

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

Purchase Order

17-02-2021 12:42:46

74883
16.02.21 11:18:37

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	74883	182641
Doc Date	17-02-2021	
Quote No	Nil	
Quote Date	17-02-2021	
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	1.00	200.00	0.00	18.00	236.00
2	3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	200.00	0.00	18.00	236.00
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	300.00	0.00	18.00	354.00
5	3535 - Computers and Peripherals - Processor - NA - nos	1.00	100.00	0.00	18.00	118.00
					Total Order Value . . .	**1,298.00**

Rupees : One Thousand Two Hundred Ninty Eight 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	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 Priyanka,pavan,rajkumar,bhasker
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For ***Summit Sales LLP***
Authorised Signatory

Name : 17/02/2021

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

Name : ____________

Date : __/__/____