

PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:		19.3.21		Prepared by:		T Bhasker	
PO/WO no.		75000		PO / WO Date.		20/2/21	
Supplier Name		Shweta Cap-tes		PO/WO amount		3700	
Firm/Company		SSLP		Project		40	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	033701	6/3/21		3700			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):							
3700							
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:							
3700							
Amount E – PO / WO value:							
3700							
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. 3700/- ☐ No				
Payment – due date			Adv chg mnd				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	19.3.21						

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/-

SHWETA COMPUTERS

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

G S T : 36ACUFS2935A1ZZ

PHONE :66143437,66143438,66143439

P A N : ACUFS2935A

GST INVOICE

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

INVOICE NO. : 033701

INVOICE DATE : 06/03/2021

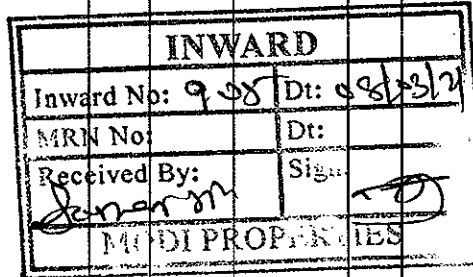
PARTY PAN NO. : 75000

PARTY GST NO. : 36ACQFS2044C1Z7

PARTY STATE NAME : Telangana

PO NO. 75000 DATE:20-02-2021

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



Signature of customer

Rupees Three Thousand Seven Hundred Only

Total Rs. 3700.00

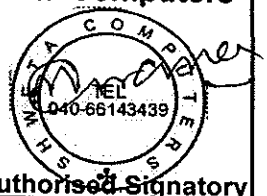
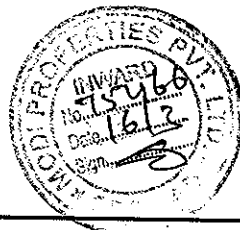
TERMS & CONDITIONS :

SERVICE TIME (12:00PM TO 5:00PM) MONDAY TO FRIDAY

E. & O.E

For Shweta Computers

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 & consumables products etc
8. Warranty on all the parts or equipments is as per Manufacturer standard policy and shall be directly provided by Manufacturers only.



Authorised Signatory

Purchase Order

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23-02-2021 4:42:19 PM

Original / Off



16.02.21 11:20:54

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
GST 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	75000	182650
Doc Date	20-02-2021	
Quote No	Nil	
Quote Date	20-02-2021	
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
Total Order Value . . .					3,700.00

Rupees : Three Thousand Seven Hundred Only.

Terms and Conditions :-

Specification / All items shall be of Dell brand
Payment Terms 100% as advance
Tax Inclusive of all taxes
Delivery Date Next 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 3700 /-
Other Terms We reserve the right to reject items not conforming to quality and specifications. above order for E & D dept
Completion Date Nil
Measurment Nil
Security Nil
Remarks

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Shweta Computers**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Summit Sales LLP		Date:		01-02-21	
Site & Phase :		Head O		Time:			
Supplier				Req. No.		182650	
Material required before date:					ID No.		64143

No	Description	Size	Quantity	Units	Inward No	Date
1	1TB Harddisk		1	Nos		
2	8 GB DDR4 RAM		1	No		
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: This is for E & D Dept

Prepared By		K.Suneel		Approved by			
Sign. & Date		01-02-21		Sign. & Date			

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

Requisition Form

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

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

Remarks:

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

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