

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	23/4/21	Prepared by:	MOUNIKA
PO/WO no.	76572	PO / WO Date.	19/4/21
Supplier Name	Sai Adhitya Computers	PO/WO amount	1357/-
Firm/Company	SShlp	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1.	502	19/3/21	1357/-
2.			
3.			

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
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No

Amount B - Other Credits :

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):

Quantity received as per PO /WO	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)
Is difference between PO / Bill acceptable?	<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)
Excess / short material received	<input type="checkbox"/> Approved - within acceptable limits <input type="checkbox"/> No (explained below)
Close PO / W?O	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> No (explained below)
Advance paid / PDC given (deduct when paying)	<input type="checkbox"/> Yes - Rs. ___/- <input type="checkbox"/> No
Payment - due date	21.3.2020 29/4/21

Remarks: Incentive Rs. 20/-

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts - receiver of bill	Accountant	Accounts Manager
Signature:	<i>[Signature]</i>						
Date:	23/4		23 APR 2021				

Notes: 1. In case amount to be credited to supplier is nil, then this form should not be filled.

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.

- Ribbons
- Xerox Cartridges

GST : 36BTZPA2173D1ZN

Invoice No. **502** Invoice Date : **19/3/21** PO.No. _____ Date : _____
 State : **Telangana** State Code **[36]** D.C.No. **2862**

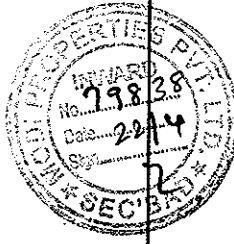
Mrs. **SUMMIT SALES LLP** Place of Service: _____
 Address: _____
 GST IN : **36ACQFS2044C1Z7** State Code : **[36]**

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT	
					Rs.	Ps
1)	Hp 88A Refilling	8443	02	200	400	=
2)	Hp 88A New Drum		02	300	600	=
3)	Hp 88A pln		01	150	150	=

INWARD

Inward No: 937	Dt: 19/3/21
MRN No: _____	Qt: _____
Received By: Jambh	Sign:

MODI PROPERTIES



TOTAL AMOUNT BEFORE TAX : 1150

ADD : CGST : 9%	103
ADD SGST : 9%	103
ADD IGST : 18%	1
TOTAL AMOUNT AFTER TAX:	1357

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

Rupees in Words: **Thirteen Thousand Fifty 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.

(Office Seal)

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

 Authorised Signatory

Purchase Order

Page(s) 1 Of 1

21-Apr-21 4:34:47 PM



76572

16.04.21 1:10:46

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	76572	182789
Doc Date	19-04-2021	
Quote No	Nil	
Quote Date	21-04-2021	
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 88A Reducing	2.00	200.00	0.00	18.00	472.00
2 3522 - Computers and Peripherals - Toner drum - NA - nos New Drum	2.00	300.00	0.00	18.00	708.00
3 3522 - Computers and Peripherals - Toner drum - NA - nos Blade	1.00	150.00	0.00	18.00	177.00
Total Order Value . . .					1,357.00
Rupees : One Thousand Three Hundred Fifty 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 Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551

Penalty 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

Requisition Form

Company Name:	Summit Sales LLP	Date:	20-04-21
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	182789
Material required before date:		ID No.	65576

No	Description	Size	Quantity	Units	Inward No	Da
1	88A Refilling		3	No		
2	88A Drum		3	No		
3	88A blade		1	No		
4						
5						
6						
7						
8						
9						
10						

76572
76574

Remarks: This is for Venkataramana Printers

Prepared By	K.Lakshmi Durga	Approved by	
Sign. & Date	20-04-21	Sign. & Date	

APPROVED

22 APR 2021

F. PRABHAKAR
Sr. MANAGER PURCHASE

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