PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6/7/21	Prepared by:	HEMENDRA
PO/WO no.	78145	PO / WO Date.	16/6/21
Supplier Name	Sai Aditya computer	PO/WO amount	767/-
Firm/Company	SSLLP	Project	SLLP HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	556	16/6/21	767/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			767/-

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/-
Amount E – PO / WO value:	767/-
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	10/7/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		APPROVED 06 JUL 2021 [signature]				
Date			MINISH PARIKH MANAGER PROCUREMENT				

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/-

- Ink Jets
- Ribbons
- Xerox Cartridges

Sai Adhitya Computers

One Stop Refilling Solutions...

☎ : 9652512695

A Complete Refilling of Laser Tonars and Inkjet Catridges

#106, 1st Floor, Kubera Towers, Narayanaguda, Hyderabad - 20

email : saiadhityacomputers@gmail.com.

78145

GST : 36BTZPA2173D1ZN

Invoice No. 556 Invoice Date : 16/6/21 PO.No. Date :

State : Telangana State Code 36 D.C.No. 2888

Mrs. SUMMIT SALES LLP

Address:

GST IN : 36AAATM5488Q2Z0 State Code : 36

Place of Service:

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT Rs.	Ps.
1)	Hp. 12A Refiling		01	200	200'-	0
2)	HP 12A New Drum	8443	01	300	300'-	0
3)	Hp 12A m/alg		01	150	150'-	0

INWARD
Inward No: 72 Dt: 18/6/21
MRN No: Dt:
Received By: Kumar Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 815/12
Date 25/6
Sign

	TOTAL AMOUNT BEFORE TAX :	650'-	0
Bank Details:	ADD : CGST : 9%	58	50
Bank Name : Mahesh Bank	ADD SGST : 9%	58	50
Bank Account Number : 012001200008889	ADD IGST : 18%		
Bank Branch IFSC Code : APMC0000012	TOTAL AMOUNT AFTER TAX:	767	0

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.

(Office Seal)

Certified that the particulars give agove are true and correct

For ***Sai Adhitya Computers***

Authorised Signatory

Purchase Order

 02-07-2021 3:41:09 PM .Copy

78145
24.06.21 12:06:17

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	**Doc No**	78145	182942
106,1st Floor Kubera Towes,Narayanaguda, Hyd-20	**Doc Date**	16-06-2021	
	Quote No	Nil	
GSTIN 36BTZPA2173DIZN	**Quote Date**	30-03-2021	
9908273448 9652512695	**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	3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	300.00	0.00	18.00	354.00
3	3522 - Computers and Peripherals - Toner drum - NA - nos *Maganet*	1.00	150.00	0.00	18.00	177.00
					Total Order Value . . .	**767.00**

Rupees : Seven Hundred Sixty Seven Only.

Terms and Conditions :-

Specification / 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 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 Venkataramana printers

Completion Date NA

Measurment NA

Security Nil

Remarks

For *Summit Sales LLP*
Authorised Signatory

03/07/2021

Name : ____________

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit sales LLP	Date:	16-06-2021
Site & Phase :	Head office	Time:	
Supplier		Req. No.	182942
Material required before date:		ID No.	66904

No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner refilling		1	No		
2	12A Drum replacement		1	No		
3	12A Maganet		1	No		
4						
5	78145					
6						
7						
8						
9				APPROVED		
10						

Remarks: This is for HO

03 JUL 2021

Prepared By	Suneel	Approved by	MINISH PARIKH MANAGER PROCUREMENT
Sign.& Date	16-06-2021	Sign. & Date	

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