PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/7/21	Prepared by:	HEMENDRA
PO/WO no.	78119	PO / WO Date.	29/6/21
Supplier Name	Shweta computer	PO/WO amount	7,400/-
Firm/Company	S.S.C.P	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	10343	9/7/21	7,400/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			7,400/-

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:	7,400/-
Amount E – PO / WO value:	7,400/-
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 7,400/-
Payment – due date	—
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 12 JUL 2021 MINISH PARIKH				
Date							

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/-

TAX INVOICE

☐ Original for Recepient ☐ Triplicate for Supplier
☐ Duplicate for Transporter ☐ Extra Copy

SHWETA COMPUTERS

SHOP NO. 1,2,3 AND 4, GROUND FLOOR , CHENOY TRADE CENTRE ,
PARKLANE ,SECUNDERABADTELANGANAHYDERABAD 500003
State Name 36 - Telangana
Phone:040-66143437,66143438,66143439,
Email:Shwetacomputers@shwetagroup.com
GSTIN:36ACUFS2935A1ZZ
PAN:ACUFS2935A

Bill To :
SUMMIT SALES LLP
9502516262
5-4-187 / 3 AND 4, 3RD FLOOR, SOHAM MANSION, M.G ROAD,
SECUNDERABAD, Ranga Reddy, Telangana, 500003
HYDERABAD - 500003
State : 36 - Telangana

Invoice No. : 00010343
Invoice Date : 09/07/2021
GSTIN : 36ACQFS2044C1Z7
PAN : ACQFS2044C

PO- 78119

Ship to:

SI	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST %	CGST Amt	SGST %	SGST Amt	IGST %	IGST Amt
1	HDD SSHD LAPTOP SGT 1 TB FIRCUDA (ST1000LX015)	84717020	2	3700.00	3135.59	6271.19	9.00	564.41	9.00	564.41	0.00	0.00
						6271.19						
	CGST				9.00	564.41						
	SGST				9.00	564.41						
	ROUND OFF				0.00	- 0.01						
	Grand Total:		2			**7400.00**		**564.41**		**564.41**		

INWARD
Inward No: 160 Dt: 10/07/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

Rupees Seven Thousand Four Hundred Only.

Bank Details :
HDFC BANK PARADISE **A/C NO** : 50200010045314, **IFSC**: HDFC0000042

Terms & Condition :
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 **HYDERABAD** 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 & consumbales products etc

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 82154
Date: 10/7
Sign:

E.&O.E
For **SHWETA COMPUTERS**

SHWETA COMPUTERS SEC-BAD

Authorised Signatory

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 29-Jun-21 10:34:18 AM

Purchase Order

78119
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			
Shweta Computers Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003. **GSTIN** 36ACUFS2935A1ZZ 9248091726	**Doc No**	78119	182971
	Doc Date	29-06-2021	
	Quote No	Nil	
	Quote Date	29-06-2021	
	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*	2.00	3,700.00	0.00	0.00	7,400.00
	Rupees : Seven Thousand Four Hundred Only.			**Total Order Value . . .**		**7,400.00**

Terms and Conditions :-

Specification / Brand	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
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	7400/- by cheque
Other Terms	We reserve the right to reject items not conforming to quality and specifications. above order for HO Purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Shweta Computers***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit sales LLP	Date:	11-06-2021
Site & Phase :	Head office	Time:	
Supplier		Req. No.	182989
Material required before date:		ID No.	67085

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

78119

Remarks: This is for HO

Prepared By	Suneel	Approved by	
Sign.& Date	11-06-2021	Sign. & Date	

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

APPROVED
26 JUN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE