PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	2/8/21	Prepared by:	HEMENDRA
PO/WO no.	78905	PO / WO Date.	22/7/21
Supplier Name	Shweta Coputer	PO/WO amount	7,400/-
Firm/Company	SSLLP	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	12959	28/7/21	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 Paid 7,400/-
Payment – due date	
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		02 AUG 2021				
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. : 00012959
Invoice Date : 28/07/2021
GSTIN : 36ACQFS2044C1Z7
PAN : ACQFS2044C

PO - 78905

Ship to:

Sl	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST %	CGST Amt	SGST %	SGST Amt	IGST %	IGST Amt
1	HDD 1 TB LAPTOP SGT	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: 16698 Dt: 30/7/21
MRN No: 94620 Dt: 31/7/21
Received By: Sign:
SUMMIT SALES LLP

Rupees Seven Thousand Four Hundred Only.

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

E.&O.E

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

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 82968
Date: 2/8/21
Sign:

For **SHWETA COMPUTERS**
SHWETA COMPUTERS SEC-BAD
Authorised Signatory

Purchase Order

 22-07-2021 14:33:10

78905
22.07.21 4:00:59

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**	78905	183052
	Doc Date	22-07-2021	
	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
					Total Order Value . . .	**7,400.00**
Rupees : Seven Thousand Four 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

Penality For Delay Nil

Transportation 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 V. Ravi Audit & N.Rajkumar Purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For *Summit Sales LLP*
Authorised Signatory

Name :

Contact - -

Accepted the above Terms And Conditions
For *Shweta Computers*

Name : ____________

Date : __/__/____

1440. ③

Requisition Form

Company Name:	Summit Sales LLP	Date:	20-07-21
Site & Phase :	HO	Time:	
Supplier		Req. No.	183052
Material required before date:		ID No.	67714

No	Description	Size	Quantity	Units	Inward No	Date
1	1 TB HDD		2	Nos		
2						
3						
4						
5	78905					
6						
7						
8						
9						
10						

Remarks: This is for Ravi Audit , & N Rajkumar

Prepared By	K.Suneel	Approved by	
Sign.& Date	20-07-21	Sign. & Date	

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

APPROVED
21 JUL 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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.