

PURCHASE DIVISION
Advice for approval for credit to supplier

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Date: 7/8/21		Prepared by: Hemendra		
PO/WO no. 79361		PO / WO Date. 31/7/21		
Supplier Name Sai Adhitya coputer		PO/WO amount 311714		
Firm/Company SSKP		Project 413/-		
Sl. No.	Bill No.	Bill Date	Bill amount	
1	589	31/7/21	413/-	
2				
3				
4				
Amount A – Bills total(Excluding Transport & Hamali Charges):			413/-	
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
Amount B –Other Credits : Transportation charges				
Amount C –Other Debits :				
Amount D (D=A+B-C) – Amount to be credited to the supplier:				
Amount E – PO / WO value:			413/-	
Amount F – Difference (A – E): GST-18%			413/-	
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explained below)		
Excess / short material received		<input checked="" 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. 1/- <input checked="" type="checkbox"/> No		
Payment – due date		12/8/21		
Remarks:				
Approved by	Purchase Officer	Purchase Manager	Accounts – receiver of bill	
Sign:				
Date				

APPROVED
09 AUG 2021
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/-

• Laser Toners

• Ink Jets

• Ribbons

• Xerox Cartridges

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.

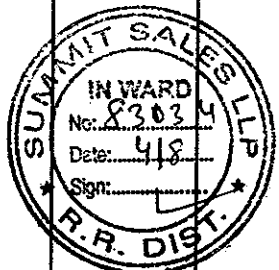
GST : 36BTZPA2173D1ZN

Invoice No. **589** Invoice Date : **31/7/21** PO.No. _____ Date : _____
 State : **Telangana** State Code **36** D.C.No. **2971**

Mrs. **SUMMIT SALES LLP** Place of Service: _____
 Address: _____
 GST IN : **36ACQES2044C177** State Code : **36**

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT	
					Rs.	Ps.
1	Hp 88A Refung		01	200	200	0
2	Hp 88A m/alg	8443	01	150	150	0

INWARD
 Inward No: **232** Dt: **31/7/21**
 MRN No: _____ Dt: _____
 Received By: **[Signature]** Sign: **[Signature]**
MODI PROPERTIES



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TOTAL AMOUNT BEFORE TAX :		350	00
Bank Details:	ADD : CGST : 9%	31	50
Bank Name : Mahesh Bank	ADD SGST : 9%	31	00
Bank Account Number : 012001200008889	ADD IGST : 18%		
Bank Branch IFSC Code : APMC0000012	TOTAL AMOUNT AFTER TAX:	413	00

Rupees in Words: **Four Hundred Thirteen 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**

[Signature]
Authorized Signatory

Purchase Order

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04-08-2021 17:15:12



79361

31.07.21 2:18:26

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	79361 183082
	Doc Date	31-07-2021
	Quote No	Nil
	Quote Date	31-07-2021
	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	1.00	200.00	0.00	18.00	236.00
2 3530 - Computers and Peripherals - Toner Magnet - Other - nos 88A Toner PCR	1.00	150.00	0.00	18.00	177.00
Total Order Value . . .					413.00
Rupees : Four Hundred Thirteen 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
Penalty 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 Krishna Prasad printers
Completion Date NA
Measurment NA
Security Nil
Remarks

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Contact :-

Accepted the above Terms And Conditions

For **Sai Adhitya Computers**

Name : _____

Date : ___/___/___

Requisition Form

Company Name:	Summit Sales LLP	Date:	31-07-2021
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	183082
Material required before date:		ID No.	68122

No	Description	Size	Quantity	Units	Inward No	Date
1	88A Toner refilling		1	No		
2	88A toner PCR		1	No		
3						
4						
5						
6						
7						
8						
9						
10						

79361

APPROVED
 03 AUG 2021
 F. PRAESHAKAR
 Sr. MANAGER PURCHASE

Remarks: This is for KP printer

Prepared By	Suneel	Approved by	
Sign. & Date	31-7-2021	Sign. & Date	

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