

PURCHASE DIVISION
Advice for approval for credit to supplier

(K) (M)

Date: 6/9/21		Prepared by: BHAVANI	
PO/WO no. 80292		PO / WO Date. 30/8/21	
Supplier Name Sai Adhitya Computers		PO/WO amount 1475	
Firm/Company SSLLP		Project HO	
Sl. No.	Bill No.	Bill Date	Bill amount
1	601	30/8/21	1475
2			/
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			1475
Sl. No.	DC No	DC. Date	MRN No.
1.	/	/	/
2.	/	/	/
3.	/	/	/
Amount B - Other Credits : Transportation charges			-
Amount C - Other Debits :			-
Amount D (D=A+B-C) - Amount to be credited to the supplier:			1475
Amount E - PO / WO value:			1475
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 / WO?		☒ Yes ☐ No - wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes - Rs. ___/- ☒ No	
Payment - due date		13/9/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign: <i>[Signature]</i>			
Date: 6/9/21			
		APPROVED 06 SEP 2021 MINISH PARIKH MANAGER PROCUREMENT	
		MD	Accounts - receiver of bill
			Accountant
			Accounts Manager

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 Toner

TAX INVOICE

Mob : 9908273448

☎ : 9652512695

Ink Jets

Ribbons

Xerox Cartridges



Sai Adhitya Computers

One Stop Refilling Solutions...

A Complete Refilling of Laser Toners and Inkjet Cartridges

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

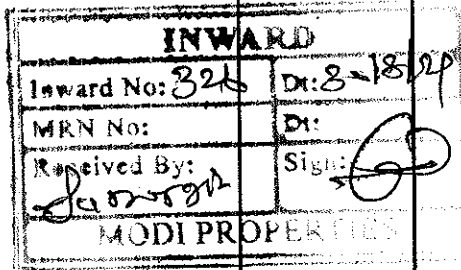
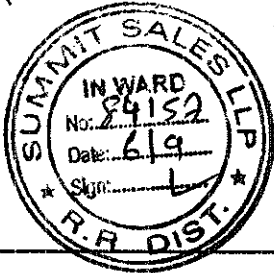
email : saiadhityacomputers@gmail.com.

GST : 36BTZPA2173D1ZN

Invoice No. 601 Invoice Date 30/8/21 PO.No. Date :
 State : Telangana State Code 36 D.C.No. 2982

Mrs. SUMMIT SALES LLP Place of Service:
 Address:
 GST IN : 36ACQFS2044C177 State Code : 36

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT	
					Rs.	Ps.
1)	Hp 12A Refung	8443	01	200	200	0
2)	Hp 88A "		01	200	200	0
3)	Hp 12A New Drum		01	300	300	0
4)	Hp 88A "		01	300	300	0
5)	Hp 12A DMC		01	100	100	0
6)	Hp 12A May		01	150	150	0



TOTAL AMOUNT BEFORE TAX :

1250 : 0

Bank Details:

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

ADD : CGST : 9%

112 : 50

ADD SGST : 9%

112 : 50

ADD IGST : 18%

TOTAL AMOUNT AFTER TAX:

1475 : 0

Rupees in Words:

Fourteen Hundred Seventy Five 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 within the stipulated time.
3. Subject to "Telangana" Jurisdiction only.

(Office Seal)

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

Authorised Signatory

Requisition Form

1122

Company Name:		Summit sales LLP		Date:		30-08-21	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		183160	
Material required before date:				ID No.		68992	
No	Description	Size	Quantity	Units	Inward No	Date	
1	HP 12A Refilling		1	No			
2	HP 88A Refilling		1	No			
3	HP 12A drum		1	No			
4	HP 88A Drum		1	No			
5	HP 12A per		1	No			
6	HP 88A per		1	No			
7							
8							
9							
10							
Remarks: This is for Head Office							
Prepared By		K.Suneel		Approved by			
Sign.& Date		26-08-21		Sign. & Date			

APPROVED
03 SEP 2021
MINISH PARIKH
MANAGER PROCUREMENT

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

Purchase Order

Page(s) 1 Of 1

03-09-2021 15:53:17



80292

02.09.21 4:45:18

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

80292

183160

Doc Date

30-08-2021

Quote No

Nil

Quote Date

30-08-2021

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 HP 12A	1.00	200.00	0.00	18.00	236.00
2 3523 - Computers and Peripherals - Toner refill - NA - nos HP 88A	1.00	200.00	0.00	18.00	236.00
3 3522 - Computers and Peripherals - Toner drum - NA - nos HP12A	1.00	300.00	0.00	18.00	354.00
4 3522 - Computers and Peripherals - Toner drum - NA - nos HP88A	1.00	300.00	0.00	18.00	354.00
5 3530 - Computers and Peripherals - Toner Magnet - Other - nos HP 12A PCR	1.00	100.00	0.00	18.00	118.00
6 3530 - Computers and Peripherals - Toner Magnet - Other - nos HP88A PCR	1.00	150.00	0.00	18.00	177.00

Total Order Value . . .**1,475.00**

Rupees : One Thousand Four Hundred Seventy Five 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 HO purpose**Completion Date** NA**Measurment** NA**Security** Nil**Remarks**For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sai Adhitya Computers**

Name :

Name :

Date : / /