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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	06/09/21	Prepared by:	BHAVANI
PO/WO no.	80290	PO / WO Date.	01/09/21
Supplier Name	Sai Adhitya Computers	PO/WO amount	590
Firm/Company	SSLLP	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	609	1/9/21	590
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			590

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:	590
Amount E – PO / WO value:	590
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	13/9/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Bhavani		APPROVED 06 SEP 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	6/9/21						

Notes: 1. In case amount to be credited to supplier and bill value 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/-

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Requisition Form

Company Name:	Summit Sales LLP	Date:	01-09-2021
Site & Phase :	Head office	Time:	
Supplier		Req. No.	183162
Material required before date:		ID No.	68991

No	Description	Size	Quantity	Units	Inward No	Date
1	12A tonner refilling		1	No		
2	12A Drum 80290		1	No		
3						
4						
5						
6						
7						
8						
9						
10						

APPROVED
03 SEP 2021
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: This is for HO

Prepared By	Suneel	Approved by	
Sign.& Date	01-09-2021	Sign. & Date	

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

- Laser Toners
- Ink Jets
- Ribbons
- Xerox Cartridges

TAX INVOICE

Mob : 9908273448
: 9652512695

Sai Adhitya Computers

One Stop Refilling Solutions...

A Complete Refilling of Laser Tonars and Inkjet Catridges

#106, 1st Floor, Kubera Towers, Narayanaguda, Hyderabad - 20
email : saiadhityacomputers@gmail.com.

GST : 36BTZPA2173D1ZN

Invoice No. 609 Invoice Date : 1/9/21 PO.No. Date :
State : Telangana State Code 36 D.C.No. 2986

Mrs. SUMMIT SALES LLP
Address:
GST IN : 36ACQFS2044C1Z7 State Code : 36

Place of Service:

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT Rs.	Ps.
1)	Hp. 12A Refung	8443	01	200	200	0
2)	Hp 12A New Drum		01	300	300	0

INWARD
Inward No: 847 Dt: 1/9/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

SUMMIT SALES LLP R.R. DIST.
INWARD No. 8418 Date: 6/9 Sign:

TOTAL AMOUNT BEFORE TAX :	500	0
ADD : CGST : 9%	45	0
ADD SGST : 9%	45	0
ADD IGST : 18%	\	
TOTAL AMOUNT AFTER TAX:	590	0

Bank Details:

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

Rupees in Words: Five Hundred Ninety 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

 03-09-2021 15:53:17

80290
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	80290	183162
Doc Date	01-09-2021	
Quote No	Nil	
Quote Date	01-09-2021	
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 *12A*	1.00	200.00	0.00	18.00	236.00
2	3522 - Computers and Peripherals - Toner drum - NA - nos *12A*	1.00	300.00	0.00	18.00	354.00
					Total Order Value . . .	**590.00**

Rupees : Five Hundred Ninty 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

Penality 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

Name : 03/09/2021

Contact

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

Name : ______________________

Date : __/__/____