

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		22/12/21		Prepared by:		Sheha	
PO/WO no.		83809		PO / WO Date.		10/12/21	
Supplier Name		Sain Adhitya Computers		PO/WO amount		1,003/-	
Firm/Company		Summit Sales Up		Project		H.O	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	662	10/12/21		1,003/-			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						1,003/-	
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:						1,003/-	
Amount E – PO / WO value:						1,003/-	
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			27/12/21				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sheha						
Date	22/12/21						

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. **662** Invoice Date : 10/12/21 PO.No.

Date :

State : Telangana

State Code **[36]**

D.C.No. 2849

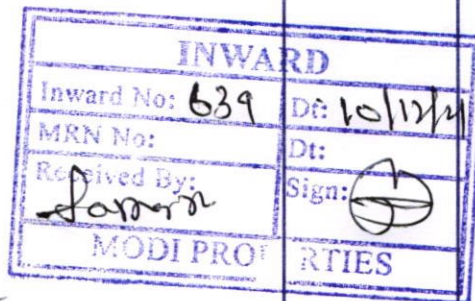
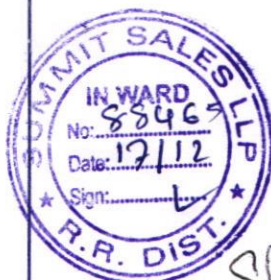
Mrs. SUMMIT SALES LLP

Place of Service:

Address:

GST IN : 36ACQES2044C177 State Code : **[36]**

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT	
					Rs.	Ps.
1)	Hp. 12A Refilling	8443	01	200	200!	0
2)	Hp 88A " "		01	200	200!	0
3)	Hp 88A New Drum		01	300	300!	0
4)	Hp 12A m/Ag		01	150	150!	0



TOTAL AMOUNT BEFORE TAX :

850!

Bank Details:

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

ADD : CGST : 9%

ADD SGST : 9%

ADD IGST : 18%

TOTAL AMOUNT AFTER TAX:

1003

Rupees in Words:

One Thousand Three Rupees only

Terms and Conditions :

- E & O.E.
- Goods once sold will not be taken back
- Interest @24% p.a. be charged if the payment is not made with in the stipulated time.
- Subject to "Telangana" Jurisdiction only.

(Office Seal)

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

Authorised Signatory

Purchase Order

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21-12-2021 15:52:07



py

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

5:35:00

Supplier Details

Sai Adhitya Computers
106,1st Floor Kubera Towes, Narayanaguda, Hyd-20

GSTIN 36BTZPA2173DIZN
9908273448

9652512695

Doc No	83809	183336
Doc Date	10-12-2021	
Quote No	Nil	
Quote Date	10-12-2021	
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	1.00	200.00	0.00	18.00	236.00
2 3523 - Computers and Peripherals - Toner refill - NA - nos	1.00	200.00	0.00	18.00	236.00
3 3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	300.00	0.00	18.00	354.00
4 3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	150.00	0.00	18.00	177.00
Total Order Value . . .					1,003.00

Rupees : One Thousand Three 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 Ho purpose

Completion Date NA

Measurment NA

Security Nil

Remarks Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

For **Summit Sales LLP**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Sai Adhitya Computers**

Name :

Date : _/_/

Requisition Form

Company Name:		Summit Sales LLP		Date:		10-12-2021	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		183336	
Material required before date:					ID No.		72269

No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner refilling		1	No		
2	HP 88A refilling		1	No		
3	HP 88A drum		1	No		
4	HP 12A magnet		1	No		
5						
6						
7						
8						
9						
10						

Remarks: This is for Head Office

Prepared By

Suneel

Approved by

Sign. & Date

Sign. & Date

10-12-2021

Sign. & Date

APPROVED

23 DEC 2021

Sr. MANAGER PURCHASE

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