PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/12/21	Prepared by:	Sneha
PO/WO no.	83809	PO / WO Date.	10/12/21
Supplier Name	Sai 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:	Sneha	[signature]					
Date	22/12/21	22/12					

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 Tonars and Inkjet Catridges

#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
Address:
GST IN : 36ACQFS2044PC1Z7 State Code : 36

Place of Service:

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT Rs.	Ps.
1)	Hp. 12A Refing	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/Aly		01	150	150/-	0
	TOTAL AMOUNT BEFORE TAX :				850/-	0
	ADD : CGST : 9%				76	50
	ADD SGST : 9%				76	50
	ADD IGST : 18%				-	
	TOTAL AMOUNT AFTER TAX:				1003	00

SUMMIT SALES LLP R.R. DIST. INWARD No: 8846 Date: 17/12 Sign:

INWARD
Inward No: 639 Dt: 10/12/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

Bank Details:

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

Rupees in Words: One Thousand Three 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

 21-12-2021 15:52:07

83809

py

5:35:00

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	**Doc No**	83809	183336
106,1st Floor Kubera Towes,Narayanaguda, Hyd-20	**Doc Date**	10-12-2021	
	Quote No	Nil	
GSTIN 36BTZPA2173DIZN	**Quote Date**	10-12-2021	
9908273448 9652512695	**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
Penality 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 83809		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	10-12-2021	Sign. & Date	

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

APPROVED
23 DEC 2021
P. PRAS...
Sr. MANAGER PURCHASE