

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 22/10/21		Prepared by: Janaki	
PO/WO no. 83207		PO / WO Date. 16/11/21	
Supplier Name Shweta Computers		PO/WO amount 7,400/-	
Firm/Company SSUP		Project Headoffice	
Sl. No.	Bill No.	Bill Date	Bill amount
1	00027672	08/12/21	7,400/-
2	/	/	/
3	/	/	/
4	/	/	/
Amount A – Bills total(Excluding Transport & Hamali Charges):			7,400/-
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:			7,400/-
Amount E – PO / WO value:			7,400/-
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. 7,400 ☐ No	
Payment – due date		27/12/21	
Remarks: Final Bill			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	Janaki		
Date	22/12/21	23/12/21	

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/-

TAX INVOICE

☐ Original for Recipient ☐ Triplicate for Supplier
☐ Duplicate for Transporter ☐ Extra Copy

SHWETA COMPUTERS

SHOP NO. 1,2,3 AND 4, GROUND FLOOR, CHENOY TRADE CENTRE,
 PARKLANE, SECUNDERABAD, TELANGANA, HYDERABAD 500003

State Name 36 - Telangana
 Phone: 040-66143437, 66143438, 66143439,
 Email: Shwetacomputers@shwetagroup.com
 GSTIN: 36ACUFS2935A1ZZ
 PAN: ACUFS2935A

Bill To:

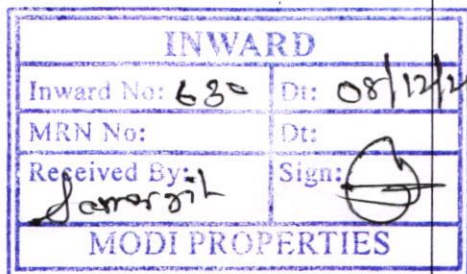
SUMMIT SALES LLP
 9502516262
 5-4-187 / 3 AND 4, 3RD FLOOR, SOHAM MANSION, M.G ROAD,
 SECUNDERABAD, Ranga Reddy, Telangana, 500003
 HYDERABAD - 500003
 State : 36 - Telangana
 P.O NO: 83207 DATE: 16-11-2021

Invoice No. : 00027672

Invoice Date : 08/12/2021
 GSTIN : 36ACQFS2044C1Z7
 PAN : ACQFS2044C

Ship to:

SI	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST		SGST		IGST	
							%	Amt	%	Amt	%	Amt
1	HDD 1 TB LAPTOP SGT	84717020	2	3700.00	3135.59	6271.19	9.00	564.41	9.00	564.41	0.00	0.00
						6271.19						
	CGST				9.00	564.41						
	SGST				9.00	564.41						
	ROUND OFF				0.00	0.01						
Grand Total:					2	7400.00		564.41		564.41		



Rupees Seven Thousand Four Hundred Only.

Bank Details:

HDFC BANK PARADISE A/C NO : 50200010045314, IFSC: HDFC0000042

Terms & Condition:

1. No warranty for burnt/Physical damage goods.
2. For Warranty bring Product with box.
3. In case of default interest payable @ 24% p.a. from bill date
4. All disputes are subject to HYDERABAD jurisdiction
5. Payment should be sent through A/c payee cheque/Draft only
6. Standard Warranty 11 months from the date of Invoice.
7. No warranty on adaptor, cables, earphone, other accessories & consumables products etc

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM

E.&O.E

For SHWETA COMPUTERS



Authorised Signatory

Purchase Order

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02-12-2021 15:39:58



83207

02.12.21 2:43:07

py

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

Supplier Details

Shweta Computers

Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003.

GSTIN 36ACUFS2935A1ZZ

9248091726

Doc No	83207	183284
Doc Date	16-11-2021	
Quote No	Nil	
Quote Date	16-11-2021	
SupplyType	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3529 - Computers and Peripherals - Hard Disk - NA - Nos 1 TB	2.00	3,700.00	0.00	0.00	7,400.00
Total Order Value . . .					7,400.00

Rupees : Seven Thousand Four Hundred Only.

Terms and Conditions :-

Specification /	All items shall be of Dell brand
Payment Terms	100% as advance
Tax	Inclusive of all taxes
Delivery Date	Next 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	7400 /-
Other Terms	We reserve the right to reject items not conforming to quality and specifications. above order for Nagalaxmi, RajkumarPurpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Shweta Computers**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Summit Sales LLP		Date:		16-11-2021	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		183284	
Material required before date:					ID No.		71241
No	Description	Size	Quantity	Units	Inward No	Date	
1	1 TB HDD		2	No			
2							
3							
4							
5	83207						
6							
7							
8							
9							
10							
Remarks: This is for Nagalaxmi, Rajkuar							
Prepared By		Suneel		Approved by			
Date		16-11-2021		Sign. & Date			



Material at site write inward number and date in last 2 columns.