

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date: 22/12/21		Prepared by: Janaki	
PO/WO no. 83205		PO / WO Date. 15/11/21	
Supplier Name Summit sales LLP		PO/WO amount 3,700/-	
Firm/Company Summit sales LLP		Project site office	
Sl. No.	Bill No.	Bill Date	Bill amount
1	00027676	08/12/21	3700/-
2	/	/	/
3	/	/	/
4	/	/	/
Amount A – Bills total(Excluding Transport & Hamali Charges):			3700/-
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:			3700/-
Amount E – PO / WO value:			3700/-
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. 3700/- ☐ No	
Payment – due date		27/12/21	
Remarks: Release Final Bill			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Janaki		
Date	22/12/21	21/12	

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/-

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: 83205 DATE: 83205

Invoice No. : 00027676

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	1	3700.00	3135.59	3135.59	9.00	282.20	9.00	282.20	0.00	0.00
						3135.59						
						9.00		282.20				
						9.00		282.20				
						0.00		0.01				
	CGST											
	SGST											
	ROUND OFF											
Grand Total:					1	3700.00		282.20		282.20		

Rupees Three Thousand Seven 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

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E.&O.E

For SHWETA COMPUTERS



Authorised Signatory

Purchase Order

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02-12-2021 15:39:58

Copy

From Company : **Summit Sales LLP**

5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.

G S T No. : 36ACQFS2044C1Z7



83205

02.12.21 2:43:07

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	83205	183282
Doc Date	15-11-2021	
Quote No	Nil	
Quote Date	15-11-2021	
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	1.00	3,700.00	0.00	0.00	3,700.00
Total Order Value . . .					3,700.00

Rupees : Three Thousand Seven 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** Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra**Penalty For Delay** Nil**Transportation** Transport cost shall be borne by us.**Warranty** Nil**Advance Paid** 3700 /-**Other Terms** We reserve the right to reject items not conforming to quality and specifications. above order for Saritha CR Purpose**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Summit Sales LLP**,

Authorised Signatory

Accepted the above Terms And Conditions

For **Shweta Computers**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Summit Sales LLP		Date:		15-11-21	
Site & Phase :		Site office		Time:			
Supplier				Req. No.		183282	
Material required before date:				ID No.		71182	
No	Description	Size	Quantity	Units	Inward No	Date	
1	1 TB HDD		1	No			
2							
3							
4	83205						
5							
6							
7							
8							
9							
10							
Remarks: This is for Saritha CR							
Prepared By		K.Suneel		Approved by			
Sign.& Date		15-11-21		Sign. & Date			



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

Requisition Form

Company Name:				Date:			
Site & Phase :				Time:			
Supplier				Req. No.			
Material required before date:				ID No.			
No	Description	Size	Quantity	Units	Inward No	Date	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:							
Prepared By				Approved by			
Sign.& Date				Sign. & Date			

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