PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	24/1/22	Prepared by	Suchi.	Serial no.	- - 1791
Supplier name	Refill Zone			HO inward no.	
Firm/Company	Summit Sales	Project	SHLP	HO received date	
PO/WO date	11/1/22	PO/WO No.	84409	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3382	20/1/22	8555/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	8555/-

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:		Proof of delivery matches MRN	☑ 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:	8,555/-
Amount E – PO / WO value:	8,555/-
Amount F – Difference (A – E):	-

Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Part received
Close PO / WO	☑ Yes ☐ No – wait for balance material ☐ Other
Payment – due date	7/2/22
Remarks:	final bill -

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Suchi				
Sign:	Suchi				
Date	24/1/22	APPROVED 25 JAN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

TAX INVOICE

- Laser Toners
- Ink Jets
- Ribbons
- Xerox Cartridges

Refill Zone

Cell: 9908271234

The Complete Refilling & Printer Solutions...

223, 2nd Floor, Kubera Towers, Narayanguda, Hyderabad-500029.

E-mail: refillzone1234@gmail.com

GSTIN No : 36AMEPB3612K1ZD

Invoice No: 3382 Invoice Date : 20/1/22 PO. No. DC No.

State: TELANGANA STATE CODE : 36

Bill to	Shift to:
M/s. SUMMIT SALES LLP	
Address : Ramgung	
GSTIN : 36ALBFS2044C1Z7. STATE CODE : 36	

Sl. No.	Name of Product / Service	HSN Code	QTY	RATE	AMOUNT Rs.	AMOUNT Ps.
1.	Refilling B/T HP-12A Recycycle	8443	5	1450	7250	00
2.	Refilling C/T cartridges					
3.	INKJET B/R					
4.	INKJET C/R					
5.	Toner Drum/C					
6.	Wiper Blade/c					
7.	Doctor Blade /C					
8.	Others					

INWARD
Inward No: 722 Dt: 20/1/22
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

SUMMIT SALES LLP
INWARD
No: 89914
Date: 21/01
Sign:
R.R. DIST.

Total Invoice Amount in Words :
Eight Thousand Five Hundred Fifty Five Rupees Only

TOTAL AMOUNT BEFORE TAX :	7250 00
ADD : CGST : 9%	652 50
ADD : SGST : 9%	652 50
ADD IGST : 18%	/
TOTAL AMOUNT AFTER TAX :	8555 /-

Bank Details :
Bank Name : Andhra Bank (Srinivasapuram Br.)
Bank Account Number : 111011100000964
Bank Branch IFSC Code : ANDB0001110

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.

REFILL ZONE 9908271234 HYD-16 (Common Seal)

Certified that the particulars given above are true and correct.
FOR Refill Zone

Authorised Signatory

Purchase Order

 11-01-2022 13:11:22

84409
08.01.22 11:42:54

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

Supplier Details			
Refill Zone #223, 2nd floor, Kubera Towers, Naryanguda,Hyderbad-29.	**Doc No**	84409	169294
	Doc Date	11-01-2022	
	Quote No	Nil	
GSTIN 36AMEPB3612K1ZD	**Quote Date**	11-01-2022	
65817414 9908271234	**SupplyType**	Supply	

Kind Attn : Mr.Venki

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3523 - Computers and Peripherals - Toner refill - NA - nos *HP 12A (New Cartridge)*	5.00	1,450.00	0.00	18.00	8,555.00
					Total Order Value . . .	**8,555.00**
Rupees : Eight Thousand Five Hundred Fifty Five Only.						

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	100% advance payment
Tax	Inclusive of all taxes
Delivery Date	Same Day
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Rs. 8,555-00, by cheque.....
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Stock purpose
Completion Date	Nil
Measurment	Nil
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 : 11/01/2022

Accepted the above Terms And Conditions

For ***Refill Zone***

Name : _____

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	24.12.2021
Site & Phase :	SSHLP	Time:	10:00
Supplier		Req.No.	169294
Material required before date:	10.01.2022	ID No.	7-2343

No	Description	Size	Quantity	Units	Inward No	Date
1	HP toner (new cartirdges) 84409	HP12A	5	Nos		

Remarks: For Stock Purpose .

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	24.12.2021	Sign. & Date	

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

APPROVED
11 JAN 2022
MINISH PARIKH
MANAGER PROCUREMENT