

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date: 28/01/2022		Prepared by: Ramya		Serial no.: - 00198	
Supplier name: Base Shweta computers				HO inward no.:	
Firm/Company: SS LLP		Project: SH LLP		HO received date:	
PO/WO date: 17/01/2022		PO/WO No.: 84342		Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	00032242	17/01/2022	282.20	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A - Bills total (Excluding Transport & Hamali Charges):			282
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 102862	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:			282.20
Amount E - PO / WO value:			282.20
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		31/01/2022	
Remarks: - Final Bill -			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:					
Date	28/01/2022				
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 weightment 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

☐ 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

PO NO.84342 DATE:08-01-2022

Invoice No. : 00032242

Invoice Date : 17/01/2022

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						
	CGST				9.00	282.20						
	SGST				9.00	282.20						
	ROUND OFF				0.00	0.01						
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: HDFC00000042

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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08-01-2022 15:28:46

Or



84342

08.01.22 11:42:53

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

84342

183359

Doc Date

08-01-2022

Quote No

Nil

Quote Date

16-12-2021

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** 7400 /-**Other Terms** We reserve the right to reject items not conforming to quality and specifications. above order for SLLP site office 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

Accepted the above Terms And Conditions

For **Shweta Computers**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Summit Sales LLP		Date:		08-01-2022	
Site & Phase :		SSLLP		Time:			
Supplier				Req. No.		183359	
Material required before date:				ID No.		72777	
No	Description	Size	Quantity	Units	Inward No	Date	
1	1 TB HDD		1	No			
2							
3							
4							
5	84342						
6							
7							
8							
9							
10							
Remarks: This is for SSLLP							
Prepared By		K.Suneel		Approved by			
Sign. & Date		08-01-2022		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.