PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/2/22	Prepared by	Monika	Serial no.	2724
Supplier name	Sai Adhitya Computer			HO inward no.	
Firm/Company	SSLLP	Project	HO	HO received date	
PO/WO date	8/2/22	PO/WO No.	85423	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	701	5/2/22	10031/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	10031/-
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:	10031/-
Amount E – PO / WO value:	10031/-
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	21/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monika				
Sign:	Monika				
Date	11/2/22				
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.

- 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. 701 Invoice Date : 5/2/22 PO.No. Date :
State : Telangana State Code 36 D.C.No. 6633

Mrs. SUMMIT SALES LLP
Address:
GST IN : 36ACQFS2049C1Z7 State Code : 36
Place of Service:

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT Rs.	Ps.
1)	Hp 12A Reling	8443	02	200	400	-
2)	Hp 12A New Drum		01	300	300	-
3)	Hp 12A m/Ag		01	150	150	00

INWARD
Inward No: 768 Dt: 5/2/22
MRN No: Dt:
Received By: Samarsh Sign:
MODI PROPERTIES

SUMMIT SALES LLP
IN WARD
No: 90893
Date: 11/2
Sign:
R.R. DIST.

TOTAL AMOUNT BEFORE TAX :	850	00
ADD : CGST : 9%	76	50
ADD SGST : 9%	76	50
ADD IGST : 18%	-	
TOTAL AMOUNT AFTER TAX:	1003	00

Bank Details:

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

Rupees in Words: One Thousand three 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

85423
31.01.22 4:53:35

 11-02-2022 16:51:40

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**	85423	183398
106,1st Floor Kubera Towes,Narayanaguda, Hyd-20	**Doc Date**	05-02-2022	
	Quote No	Nil	
GSTIN 36BTZPA2173DIZN	**Quote Date**	05-02-2022	
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	2.00	200.00	0.00	18.00	472.00
2	3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	300.00	0.00	18.00	354.00
3	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

05/02/2022

Name : ____________________

Accepted the above Terms And Conditions

For ***Sai Adhitya Computers***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP	Date:	05-02-2022
Site & Phase :	HO	Time:	
Supplier		Req. No.	183398
Material required before date:		ID No.	73743

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner Refilling		2	No		
2	12A toner drum		1	No		
3	12A Magnet		1	No		
4						
5						
6	85423					
7						
8			05/02/2022			
9						
10						

Remarks: This is for HO purpose

Prepared By	K.Suneel	Approved by	
Sign.& Date	05-02-2022	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.