

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 11/2/22		Prepared by: Manish		Serial no. 2724	
Supplier name: Sai Adhitya Computer		Project: HO		HO inward no.	
Firm/Company: SSK		PO/WO No. 85423		HO received date	
PO/WO date: 5/2/22		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	701	5/2/22	1003/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			1003/-
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:			1003/-
Amount E – PO / WO value:			1003/-
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	MD	Accountant	Accounts Manager
Name:	Manish				
Sign:	Manish				
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 Toners and Inkjet Cartridges

#106, 1st Floor, Kubera Towers, Narayanaguda, Hyderabad - 20

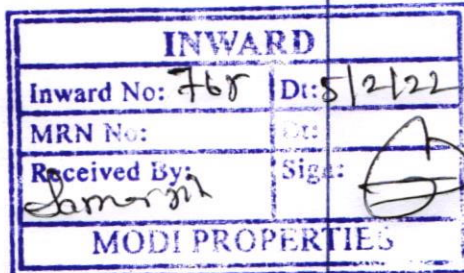
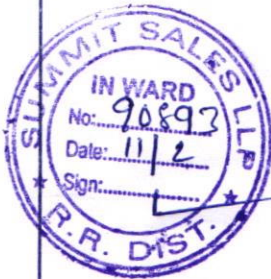
email : saiadhityacomputers@gmail.com.

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** Place of Service: _____
Address: _____
GST IN : **36ACAFS2044PC177** State Code : **36**

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



TOTAL AMOUNT BEFORE TAX :				850	-
Bank Details:				76	80
ADD : CGST : 9%				76	80
ADD SGST : 9%				-	-
ADD IGST : 18%				1003	-
TOTAL AMOUNT AFTER TAX:					

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.

SP
(Office Seal)

Certified that the particulars give above are true and correct
For **Sai Adhitya Computers**
[Signature]
Authorised Signatory

Purchase Order



85423

31.01.22 4:53:35

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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
106,1st Floor Kubera Towes,Narayanaguda, Hyd-20

GSTIN 36BTZPA2173DIZN

9908273448

9652512695

Doc No	85423	183398
Doc Date	05-02-2022	
Quote No	Nil	
Quote Date	05-02-2022	
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

Penalty 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

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						
7						
8						
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.