PURCHASE DIVISION
Advice for approval for credit to supplier (E)

Date:	7/3/22	Prepared by	Monika	Serial no.	2665
Supplier name	Shweta computes			HO inward no.	
Firm/Company	SSLhp	Project	Ho	HO received date	
PO/WO date	9/2/22	PO/WO No.	85338	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	00036910	23/2/22	7400/-	☑ Yes □ No
2.			/	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	7400/-

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

MRN nos :	C04549	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:	7400/-
Amount E – PO / WO value:	7400/-
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	14/3/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monika	Prabhakar			
Sign:	Monika	[signature]			
Date	7/3/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
07 MAR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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

☐ Original for Recepient ☐ Triplicate for Supplier
☐ Duplicate for Transporter ☐ Extra Copy

SHWETA COMPUTERS

SHOP NO. 1,2,3 AND 4, GROUND FLOOR , CHENOY TRADE CENTRE ,
PARKLANE ,SECUNDERABADTELANGANAHYDERABAD 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. 85338 DATED:09-02-2022

Ship to:

Invoice No. : 00036910
Invoice Date : 23/02/2022
GSTIN : 36ACQFS2044C1Z7
PAN : ACQFS2044C

Sl	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST %	CGST Amt	SGST %	SGST Amt	IGST %	IGST Amt
1	HDD 1 TB LAPTOP SGT	84717020	2	3700.00	3135.59	6271.19	9.00	564.41	9.00	564.41	0.00	0.00
						6271.19						
	CGST				9.00	564.41						
	SGST				9.00	564.41						
	ROUND OFF				0.00	- 0.01						
	Grand Total:		2			7400.00		564.41		564.41		

INWARD
Inward No: 791 Dt: 25/2/22
MRN No: 104549 Dt:
Received By: Samyr Sign:
MODI PROPERTIES

Rupees Seven Thousand Four 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 & consumbales products etc

SUMMIT SALES LLP R.R. DIST.
INWARD No. 91897 Date: 7/3 Sign:

E.&O.E
For **SHWETA COMPUTERS**

SHWETA COMPUTERS SEC-BAD

Authorised Signatory

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM

Printed from aceERP www.coral.in

Purchase Order

 09-02-2022 12:07:14

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

85338
31.01.22 4:53:34

Supplier Details			
Shweta Computers	**Doc No**	85338	183395
Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003.	**Doc Date**	09-02-2022	
	Quote No	Nil	
GSTIN 36ACUFS2935A1ZZ	**Quote Date**	01-01-2022	
9248091726	**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*	2.00	3,700.00	0.00	0.00	7,400.00
			Total Order Value . . .			**7,400.00**

Rupees : Seven Thousand Four 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	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	7400 /-
Other Terms	We reserve the right to reject items not conforming to quality and specifications. above order for Krishna Prasad & Sanjay 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 : ____________

Accepted the above Terms And Conditions

For ***Shweta Computers***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP	Date:	03-02-2022
Site & Phase :	Head office	Time:	
Supplier		Req. No.	183395
Material required before date:		ID No.	73645

No	Description	Size	Quantity	Units	Inward No	Date
1	Hard desk for Laptop		02	No		
2						
3						
4	85338					
5						
6						
7						
8						
9						
10						

Remarks: This is for Krishna Prasad &Sanjay

Prepared By	Suneel	Approved by	
Sign.& Date	03-02-2022	Sign. & Date	

APPROVED
03 FEB 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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