PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/06/2020	Prepared by:	MINISH
PO/WO no.	67749.	PO / WO Date.	23/05/2020
Supplier Name	Sai. Adhitya computers	PO/WO amount	767/-
Firm/Company	Paramount. Estates	Project	HO.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	290.	23/05/2020.	767/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			767/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	290	23/05/2020.	79927	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
Amount B – Other Credits :				–
Amount C – Other Debits :				–
Amount D (D=A+B-C) – Amount to be credited to the supplier:				767/-
Amount E – PO / WO value:				767/-
Amount F – Difference (A – E):				–

Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Other (explaine
Is difference between PO / Bill acceptable?	☑ Yes □ No (explained below)
Excess / short material received	☑ Approved – within acceptable limits □ No (explained belo
Close PO / W?O	☑ Yes □ No – wait for balance material □ No (explained belo
Advance paid / PDC given (deduct when paying)	□ Yes – Rs. ___/- ☑ No
Payment – due date	22/06/2020

Remarks: –

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	A
Sign:		[signature]	APPROVED 15 JUN 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date		15/6					

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value e 10,000/- 7. MD to approve all bills above 1,00,000/-

TAX INVOICE

- Laser Toners
- Ink Jets
- Ribbons
- Xerox Cartridges

Mob : 9908273448
9652512695

Sai Adhitya Computers

One Stop Refilling Solutions...

67749

A Complete Refilling of Laser Tonars and Inkjet Catridges

#106, 1st Floor, Kubera Towers, Narayanaguda, Hyderabad - 20
email : saiadhityacomputers@gmail.com.

GST : 36BTZPA2173DIZN

Invoice No. 290 Invoice Date : 23/5/20 PO.No. DC No. 1023

State : Telangana State Code 36

Mrs. PARAMOUNT ESTATES

Address:

GST IN : 36AAJFP4202C1ZF State Code : 36

Shift to :

S.No.	Name of the Product / Service	HSN Code	Qty	Rate	Amount Rs.	Ps.
1.	Refilling B/T Hp. 12A T/R	8443	01	200	200/-	-
2.	Refilling C/T					
3.	Inkjet B/R					
4.	Inkjet C/R		01	300	300/	-
5.	Toner Drum /C Hp 12A New Drum					
6.	Wiper Blade /C					
7.	Doctor Blade /C					
8.	Others Hp 12A Blcr		01	150	150/-	-

INWARD
Inward No: 97 Dt: 2/6/20
MRN No: 79927
Received By: Sign:
Modi Properties

MODI PROPERTIES PVT. LTD.
INWARD
No: 66224
Date: 11/6/20
Sign:
SEC'BAD

Total Invoice Amount in Words: Seven Hundred Seventy Seven Rupees Only.	Total Amount Before Tax :	650/-
	ADD : CGST : 9%	58.50
	ADD SGST : 9%	58.50
	ADD IGST : 18%	-
	Total Amount After Tax:	767/-

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

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.

SAI ADHITYA COMPUTERS 9908273448 9652512695
(Common Seal)

Certified that the particulars give agove are true and correct
For **Sai Adhitya Computers**

Authorised Signatory

Purchase Order

 05-06-2020 09:28:31

67749
03.06.20 12:48:12

From Company : **Paramount Estates**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAJFP4202C1ZP

Supplier Details

Sai Adhitya Computers
106,1st Floor Kubera Towes,Narayanaguda, Hyd-20

GSTIN 36BTZPA2173DIZN
9908273448 9652512695

Doc No	67749	16207
Doc Date	23-05-2020	
Quote No	Nil	
Quote Date	23-05-2020	
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 12A	1.00	200.00	0.00	18.00	236.00
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 . . .	**767.00**

Rupees : Seven Hundred Sixty Seven Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Same 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 Cost	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not conforming to quality and specifications. Above order for HO use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Paramount Estates*

Authorised Signatory

Name : 05/06/2020

Accepted the above Terms And Conditions

For ***Sai Adhitya Computers***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Paramount Estates	Date	23-05-2020
Site & Phase :	Head office	Time:	
Supplier		Req. No.	16207
Material required before date:		ID No.	57423

No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner refiling		1	Nos		
2	12A drum		1	No		
3	12A blade		1	No		
4						
5						
6						
7						
8						
9						
10						

Remarks: This is for umakanth

Prepared By	Suneel	Approved by	
Sign.& Date	23-05-2020	Sign. & Date	

APPROVED
05 [illegible] 2020
MINISH PARIKH
MANAGER PROCUREMENT

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