PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 03/07/2020 | Prepared by: | V. Ravali |
| PO/WO no. | 68526 | PO / WO Date. | 26/06/2020 |
| Supplier Name | Sai Adhitya Computers | PO/WO amount | 590/- |
| Firm/Company | Vista Homes | Project | Vista Homes |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 306 | 26/06/2020 | 590/- |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | – | – | – | □ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount B –Other Credits :_ | – |
| Amount C –Other Debits :_ | – |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | 590/- |
| Amount E – PO / WO value: | 590/- |
| Amount F – Difference (A – E): | – |

| | |
|---|---|
| Quantity received as per PO /WO | ☑ Yes □ Excess received □ Short received □ Other (explained below) |
| Is difference between PO / Bill acceptable? | ~~□ Yes □ No (explained below)~~ |
| Excess / short material received | ~~□ Approved – within acceptable limits~~ □ No (explained below) |
| Close PO / W?O | ☑ Yes □ No – wait for balance material □ No (explained below) |
| Advance paid / PDC given (deduct when paying) | □ Yes – Rs. –/- ☑ No |
| Payment – due date | 10/07/2020. |

Remarks:_

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | V. Ravali | | APPROVED 03 JUL 2020 MINISH PARIKH MANAGER PROCUREMENT | | | | |
| Date | 3/7/20 | | | | | | |

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach 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 to approve 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, exclude

# Purchase Order

 02-07-2020 12:43:53 PM

68526
02.07.20 12:12:26

From Company : **Vista Homes**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAGFV2068P1ZJ

| **Supplier Details** | | | |
|---|---|---|---|
| Sai Adhitya Computers<br>106,1st Floor Kubera Towes,Narayanaguda, Hyd-20<br><br>9908273448<br>9652512695 | **Doc No** | 68526 | 16303 |
| | **Doc Date** | 26-06-2020 | |
| | **Quote No** | Nil | |
| | **Quote Date** | 26-06-2020 | |
| | **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<br>*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 |
| | | | | **Total Order Value . . .** | | **590.00** |

Rupees : Five Hundred Ninty 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<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>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 ***Vista Homes***

Authorised Signatory

Name : 02/07/2020

Accepted the above Terms And Conditions

For ***Sai Adhitya Computers***

Name : ____________________

Date : __/__/____

# Requisition Form

| Company Name: | Vista Homes | Date | 26-06-2020 |
|---|---|---|---|
| Site & Phase : | Head Office | Time: | |
| Supplier | | Req. No. | 16303 |
| Material required before date: | | ID No. | 58167 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | 12A toner refilling | | 1 | No | | |
| 2 | 12A toner Drum | | 1 | No | | |
| 3 | | | | | | |
| 4 | PO | | | | | |
| 5 | | | | | | |
| 6 | 68596 | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

**Remarks:** This is for Lavanya.r

| Prepared By | Suneel | Approved by | |
|---|---|---|---|
| Sign.& Date | 26-06-2020 | Sign. & Date | |

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

APPROVED
02 JUL 2020
MINISH PARIKH
MANAGER PROCUREMENT

- 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. 306 Invoice Date : 26/6/2020 PO.No. Date :
State : Telangana State Code 36 D.C.No. 1156

Mrs. VISTA HOMES
Address:
GST IN : 36AAGFV2068P1ZJ State Code : 36

Place of Service:

| S.No. | DESCRIPTION | HSN Code | QTY | RATE | AMOUNT Rs. | Ps. |
|---|---|---|---|---|---|---|
| 1 | Hp. 12A Refiling | | 01 | 200 | 200 | 0 |
| 2 | Hp 12A New DRUM | 8443 | 01 | 300 | 300 | 0 |
| | | | | TOTAL AMOUNT BEFORE TAX : | 500 | 0 |
| | | | | ADD : CGST : 9% | 45 | 0 |
| | | | | ADD SGST : 9% | 45 | — |
| | | | | ADD IGST : 18% | | |
| | | | | TOTAL AMOUNT AFTER TAX: | 590 | 0 |

INWARD
Inward No: 230 Dt: 26/06/20
MRN No: Dt:
Received By: Samarsith
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 6704
Date 03/07/20
Sign

**Bank Details:**

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

Rupees in Words: Five Hundred Ninety Rupees 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.

SAI ADHITYA COMPUTERS 9908273448 9652512695 A Complete Refilling Centre
(Office Seal)

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

Authorised Signatory

PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 03/07/2020 | Prepared by: | V. Ravali |
| PO/WO no. | 68525 | PO / WO Date. | 26/06/2020 |
| Supplier Name | Sai Adhitya Computers | PO/WO amount | 708/- |
| Firm/Company | Summit Sales LLP | Project | SSLLP |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 305 | 26/06/2020 | 708/- |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | – | – | – | □ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount B –Other Credits :_ | – |
| Amount C –Other Debits :_ | – |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | 708/- |
| Amount E – PO / WO value: | 708/- |
| Amount F – Difference (A – E): | – |
| Quantity received as per PO /WO | ☑ Yes □ Excess received □ Short received □ Other (explained below) |
| Is difference between PO / Bill acceptable? | □ ~~Yes □ No (explained below)~~ |
| Excess / short material received | □ ~~Approved – within acceptable limits □~~ No (explained below) |
| Close PO / W?O | ☑ Yes □ No – wait for balance material □ No (explained below) |
| Advance paid / PDC given (deduct when paying) | □ Yes – Rs. -/- ☑ No |
| Payment – due date | 10/07/2020 |
| Remarks:_ | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | V. Ravali | | APPROVED 03 JUL 2020 MINISH PARIKH MANAGER PROCUREMENT | | | | |
| Date | 3/7/20 | | | | | | |

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach 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 to approve 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, exclude

Requisition Form

| Company Name: | Summit sales LLP | Date: | 26-06-2020 |
|---|---|---|---|
| Site & Phase : | Head Office | Time: | |
| Supplier | | Req. No. | 16302 |
| Material required before date: | | ID No. | 58168 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | 12A toner refilling | | 1 | Nos | | |
| 2 | 12A toner Drum | | 1 | No | | |
| 3 | 12A toner magnet | | 1 | No | | |
| 4 | PO | | | | | |
| 5 | | | | | | |
| 6 | 65825 | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

APPROVED
02 JUL 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: This is for prabhakar

| Prepared By | K.Suneel | Approved by | |
|---|---|---|---|
| Sign.& Date | 26-06-2020 | Sign. & Date | |

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

# Purchase Order

 02-07-2020 12:43:53 PM

68525
02.07.20 12:12:26

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** | 68525 | 16302 |
| 106,1st Floor Kubera Towes,Narayanaguda, Hyd-20 | **Doc Date** | 26-06-2020 | |
| | **Quote No** | Nil | |
| 9908273448 | **Quote Date** | 26-06-2020 | |
| 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 *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 | 100.00 | 0.00 | 18.00 | 118.00 |
| | **Total Order Value . . .** | | | | | **708.00** |

Rupees : Seven Hundred Eight 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<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>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 ***Summit Sales LLP***

Authorised Signatory

02/07/2020

Name : ____________

Accepted the above Terms And Conditions

For ***Sai Adhitya Computers***

Name : ____________

Date : __/__/____

- 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. 305 Invoice Date : 26/6/2020 PO.No. Date :
State : Telangana State Code 36 D.C.No. 1156

Mrs. Summit Sales LLP
Address:
GST IN : 36ACQFS2044C1Z7 State Code : 36

Place of Service:

| S.No. | DESCRIPTION | HSN Code | QTY | RATE | AMOUNT Rs. | Ps. |
|---|---|---|---|---|---|---|
| 1 | Hp. 12A Refuling | 8443 | 01 | 200 | 200 | 00 |
| 2) | Hp 12A New Drum | | 01 | 300 | 300 | 00 |
| 3 | Hp 12A W/B/C | | 01 | 100 | 100 | 00 |
| | | | | TOTAL AMOUNT BEFORE TAX : | 600 | 00 |
| | | | | ADD : CGST : 9% | 54 | 00 |
| | | | | ADD SGST : 9% | 54 | 00 |
| | | | | ADD IGST : 18% | | |
| | | | | TOTAL AMOUNT AFTER TAX: | 708 | 00 |

INWARD
Inward No: 229 Dt: 26/06/20
MRN No: Dt:
Received By: Samaram Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD.
INWARD
No. 61047
Date 03/07/20
Sign.
SEC'BAD

**Bank Details:**

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

Rupees in Words: Seven Hundred Eight Rupees 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.

Subject to "Telangana" Jurisdiction only.

Sai Adhitya Computers
A Complete Refilling Centre
9908273448
9652512695
Office Seal

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

Authorised Signatory