

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/7/20	Prepared by:	SOWMYA				
PO/WO no.	68801	PO / WO Date.	4/7/20				
Supplier Name	Dai Adhitya Computers	PO/WO amount	767				
Firm/Company	Paramount Estates	Project	paramount Estates				
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	314	4/7/20	767				
2.							
3.							
Amount A – Bills total(Excluding Transport & Hamali Charges):			767				
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			67538	☒ 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:				767			
Amount E – PO / WO value:				767			
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		25.7.2020					
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	18/7/20						

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 transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

- Ink Jets
- Ribbons
- Xerox Cartridges

TAX INVOICE



Sai Adhitya Computers

Mob : 9908273448

9652512695

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. **314**

Invoice Date: **4/7/2020** PO.No.

State : Telangana

State Code **36**

D.C.No. **1164**

Date :

Mrs. **PARAMOUNT ESTATES**

Address:

Place of Service:

GST IN : **36AAJFP4202C17P** State Code : **36**

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT	
					Rs.	Ps.
1	HP 12A Refilling	8443	01	200	200	00
2	HP 12A New Drum		01	300	300	00
3	HP 12A m/Ag		01	150	150	00

INWARD	
Inward No: 268	Dt: 04/07/20
MRN No:	Dt:
Received By: [Signature]	Sign: [Signature]
MODI PROPERTIES	



TOTAL AMOUNT BEFORE TAX :

Bank Details:

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

ADD : CGST : 9%

ADD SGST : 9%

ADD IGST : 18%

TOTAL AMOUNT AFTER TAX:

Rupees in Words:

Seven Hundred Sixty Seven Rupees only

Terms and Conditions :

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.

Certified that the particulars given above are true and correct

For **Sai Adhitya Computers**

Authorised Signatory



Purchase Order

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13-07-2020 11:37:01

O1



68801

15.07.20 12:16:56

From Company : **Paramount Estates**
5-4-187/3 & 4, IIInd 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	68801	16337
Doc Date	04-07-2020	
Quote No	Nil	
Quote Date	04-07-2020	
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

Penalty 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 :

Accepted the above Terms And Conditions

For **Sai Adhitya Computers**

Date : __/__/__

Requisition Form

Company Name:		Paramount Estates		Date:		04-07-2020	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		16337	
Material required before date:				ID No.		58441	
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A toner refiling		1	Nos			
2	12A Toner Drum		1	No			
3	12A magnet		1	No			
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for satyanarayana							
Prepared By		Suneel		Approved by			
Sign.& Date		04-07-2020		Sign. & Date			

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