PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	14/10/2020	Prepared by:	C.Neha
PO/WO no.	66126	PO / WO Date.	19/02/2020
Supplier Name	Sai Adhitya Computers	PO/WO amount	354/-
Firm/Company	Silver Oak Villas LLP	Project	Head office
Sl. No.	Bill No.	Bill Date	Bill amount
1.	245	19/02/2020	354/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			354/-

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:				354/-
Amount E – PO / WO value:				354/-
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 / WO	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs._____/- ☑ No
Payment – due date	16/10/2020

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha						
Date	14/10/2020						

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 IV Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

TAX INVOICE

- Laser Toners
- Ink Jets
- Ribbons
- Xerox Cartridges

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.

66126

GST : 36BTZPA2173DIZN

Invoice No. 245 Invoice Date : 19/2/2020 PO.No. DC No. 14284

State : Telangana State Code 36

Mrs. SILVER OAK VILLAS LLP

Address:

GST IN : 36ADBFS3288A9Z7 State Code : 36

Shift to :

S.No.	Name of the Product / Service	HSN Code	Qty	Rate	Amount Rs.	Amount Ps.
1.	Refilling B/T Hp 12A Refiling		01	200	200	-
2.	Refilling C/T	8443				
3.	Inkjet B/R					
4.	Inkjet C/R					
5.	Toner Drum /C					
6.	Wiper Blade /C					
7.	Doctor Blade /C Hp 12A D/B/C		01	100	100	-
8.	Others					

INWARD
Inward No: 94 Dt: 21/02/20
MRN No: Dt:
Received By: Samarojit Sign:
Modi Properties

MODI PROPERTIES PVT. LTD. INWARD No. 70040 Date 13/10 Sign.

Total Invoice Amount in Words: Three Hundred Fifty four Rupees only

Total Amount Before Tax :	300	-
ADD : CGST : 9%	27	-
ADD SGST : 9%	27	-
ADD IGST : 18%		
Total Amount After Tax:	354	-

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 A Complete Refilling Centre
(Common Seal)

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

Purchase Order

 26-02-2020 15:36:23

66126
21.02.20 2:13:24

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

Supplier Details

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

GSTIN 36BTZPA2173DIZN
9908273448 9652512695

Doc No	66126	16041
Doc Date	19-02-2020	
Quote No	245	
Quote Date	19-02-2020	
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	3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	100.00	0.00	18.00	118.00
	Total Order Value . . .					**354.00**

Rupees : Three Hundred Fifty Four 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 ***Silver Oak Villas LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Sai Adhitya Computers***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas	Date	19-02-2020
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16041
Material required before date:		ID No.	55828

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner refilling		1	No		
2	12A Toner blade		1	No		
3						
4						
5						
6	PO 66126					
7						
8						
9						
10						

R[illegible]arks: This is for Nagamani

Prepared By	Suneel	Approved by	
Sign.& Date	19-02-2020	Sign. & Date	

APPROVED
26 FEB 2020
MANISH PARIKH
MANAGER PROCUREMENT

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