PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	23/7/21	Prepared by:	MOUNIKA.
PO/WO no.	78944	PO / WO Date.	17/7/21
Supplier Name	Sai Adhitya Computer	PO/WO amount	7671-
Firm/Company	VOC Lhp	Project	Ho
Sl. No.	Bill No.	Bill Date	Bill amount
1	578	17/7/21	7671—
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			7671—

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.				☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ 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:	7671—
Amount E – PO / WO value:	7671—
Amount F – Difference (A – E): GST-18%	

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	26/7/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Mon	[illegible]					
Date	23/7/21	22/7/21					

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 'attachment'. 3. Purchase Officer can approve ... Rs. ...

Purchase Order

 23-07-2021 12:41:38

78944
22.07.21 4:01:00

From Company : **Villa Orchids**
Kowkur, Alwal
G S T No. : .

Supplier Details

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

GSTIN 36BTZPA2173DIZN
9908273448 9652512695

Doc No	78944	183051
Doc Date	17-07-2021	
Quote No	Nil	
Quote Date	04-05-2021	
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 *12A*	1.00	300.00	0.00	18.00	354.00
3	3530 - Computers and Peripherals - Toner Magnet - Other - nos *12 A PCR*	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 /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working 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	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for CVR & Lavanya printers
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

- Laser Toners
- Ink Jets
- Ribbons
- Xerox Cartridges

TAX INVOICE

Mob : 990827344
: 965251269

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. 578 Invoice Date : 17/7/21 PO.No. Date :
State : Telangana State Code 36 D.C.No. 2962

Mrs. VILLA ORCHID LLP
Address:
GST IN : 36AANFG4817C1ZH State Code : 36

Place of Service:

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT Rs.	Ps
1)	Hp. 12A Refung	8443	01	200	200	0
2)	Hp 12A New Drum		01	300	300	0
3)	Hp 12A pick		01	150	150	0

INWARD
Inward No: 193 Dt: 17/7/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

SUMMIT SALES LLP R.R. DIST.
INWARD No: 82619 Date: 23/7 Sign:

TOTAL AMOUNT BEFORE TAX :	650	0
ADD : CGST : 9%	58	50
ADD SGST : 9%	58	50
ADD IGST : 18%		
TOTAL AMOUNT AFTER TAX:	767	0

Bank Details:

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

Rupees in Words: Seven Hundred Sixty Seven 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.

(Office Seal)

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

Authorised Signatory

Requisition Form

pany Name:	Villa Orchids	Date:	17-07-2021
& Phase :	Head office	Time:	
lier		Req. No.	183051
rial required before date:		ID No.	67712

Description	Size	Quantity	Units	Inward No	Date
12A Refilling		1	No		
12A Drum		1	No		
12A PCR		1	No		

78944

arks: This is for CVR & Lavanya printer

ared By	Suneel	Approved by	
& Date	17-07-2021	Sign. & Date	

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

APPROVED
21 JUL 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE