

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	23/7/21	Prepared by:	MOUNIKA
PO/WO no.	78944	PO / WO Date.	
Supplier Name	Sai Adhitya Computers	PO/WO amount	17/7/21
Firm/Company	VOC Lhp	Project	767/1
Sl. No.	Bill No.	Bill Date	HD
1			Bill amount
2	578	17/7/21	767/1
3			
4			

Amount A - Bills total(Excluding Transport & Hamali Charges):

Sl. No.	DC No	DC. Date	MRN No.	767/1
1.				DC matches MRN
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
				☐ 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:

Amount E - PO / WO value:

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

Remarks:

26/7/21

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts - receiver of bill	Accountant	Accounts Manager
Signature:							
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. 3. Purchase Officer can certify. 4. Attach 'Attachment'.

Purchase Order

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23-07-2021 12:41:38



78944

22.07.21 4:01:00

From Company : **Villa Orchids**
Kowkur, Alwal
GST 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
Penalty 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 : 9908273444

☎ : 9652512699



Sai Adhitya Computers

One Stop Refilling Solutions...

A Complete Refilling of Laser Tonars and Inkjet Cattridges

#106, 1st Floor, Kubera Towers, Narayanaguda, Hyderabad - 20

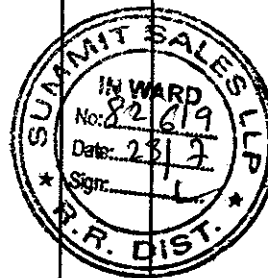
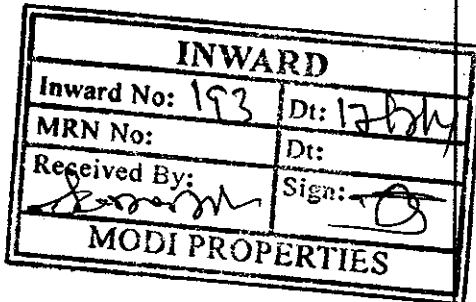
email : saiadhityacomputers@gmail.com.

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** Place of Service: _____
Address: _____
GST IN : **36AANE94817C17H** State Code : **[36]**

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



TOTAL AMOUNT BEFORE TAX :

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

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 give above are true and correct
For **Sai Adhitya Computers**

A. Veng
Authorised Signatory

(Office Seal)

