

PURCHASE DIVISION
Advice for approval for credit to supplier

✓667

Date: 23/7/21		Prepared by: Babhakar P					
PO/WO no. 78635		PO / WO Date. 8/7/21					
Supplier Name: Sri Aditya Computers		PO/WO amount 767.00					
Firm/Company: GIVRC.		Project: Imropolis.					
Sl. No.	Bill No.	Bill Date	Bill amount				
1	574	8/7/21	767.00				
2							
3			/				
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):			767.00				
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN			
1.				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B –Other Credits : Transportation charges			→				
Amount C –Other Debits :			→				
Amount D (D=A+B-C) – Amount to be credited to the supplier:			767.00				
Amount E – PO / WO value:			767.00				
Amount F – Difference (A – E): GST-18%			→				
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)					
Is difference between PO / Bill acceptable?		<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)					
Excess / short material received		<input type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)					
Close PO / W?O		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)					
Advance paid / PDC given (deduct when paying)		<input type="checkbox"/> Yes – Rs. <u>1/-</u> <input type="checkbox"/> No					
Payment – due date		26/7					
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	23/7						

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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/-

- Laser Toners
- Ink Jets
- Ribbons
- Xerox Cartridges

TAX INVOICE

Mob : 9908273448

☎ : 9652512695



Sai Adhitya Computers

One Stop Refilling Solutions...

A Complete Refilling of Laser Toners and Inkjet Cartridges

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

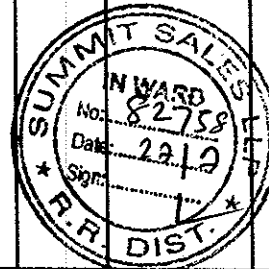
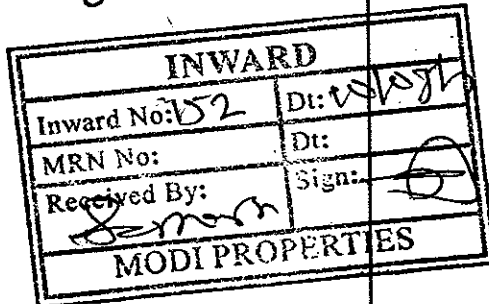
email : saiadhityacomputers@gmail.com.

GST : 36BTZPA2173D1ZN

Invoice No. **574** Invoice Date : **8/7/21** PO.No. _____ Date : _____
 State : **Telangana** State Code **36** D.C.No. **2952**

Mrs. **GV Research Center's** Place of Service: _____
 Address: _____
 GST IN : **36AAHCG4562D1ZP** State Code : **36**

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 m/alg		01	150	150	0



Sf.

TOTAL AMOUNT BEFORE TAX :		650	0
Bank Details: Bank Name : Mahesh Bank Bank Account Number : 012001200008889 Bank Branch IFSC Code : APMC0000012	ADD : CGST : 9%	58	50
	ADD SGST : 9%	58	50
	ADD IGST : 18%		
	TOTAL AMOUNT AFTER TAX:	767	0

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

 Authorized Signatory

Purchase Order

Page(s) 1 Of 1

15-07-2021 15:19:24



78635

12.07.21 11:12:23

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-50
G S T No. : 36AAHCG4562D1ZP

Supplier Details

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

GSTIN 36BTZPA2173DIZN

9908273448

9652512695

Doc No	78635	183037
Doc Date	08-07-2021	
Quote No	Nil	
Quote Date	08-07-2021	
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 HP 12A	1.00	200.00	0.00	18.00	236.00
2 3522 - Computers and Peripherals - Toner drum - NA - nos HP 12A	1.00	300.00	0.00	18.00	354.00
3 3530 - Computers and Peripherals - Toner Magnet - Other - nos HP 12 A	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 Keerthana printers
Completion Date NA
Measurment NA
Security Nil
Remarks

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Name : _____

Contact : _____

Accepted the above Terms And Conditions

For **Sai Adhitya Computers**

Name : _____

Date : ___/___/___

Requisition Form

08-07-2021

183037
67529

Company Name: G V Research Center
 Site & Address: Head Office
 Supplier: _____
 Material required before date: _____

Date: _____
 Time: _____
 Reg. No. _____
 ID No. _____
 Inward No. _____
 Date _____

No	Description	Quantity	Units
1	12 A Toner refilling	1	No
2	12A toner drum	1	No
3	12a maganet	1	No
4			
5			
6			
7			
8			
9			
10			

78635

Remarks: This is for keerthana printer
 Prepared By: Suneel
 Sign. & Date: 08-7-2021

Approved by _____
 Sign. & Date _____

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

APPROVED
 15 JUL 2021
 F. PRABHAKAR
 Sr. MANAGER PURV