

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		10/01/22		Prepared by:		Vanaja RHP	
PO/WO no.		84317		PO / WO Date.		04/01/22	
Supplier Name		Sai Adhitya computers		PO/WO amount		413	
Firm/Company		Vista Homes		Project		1/Cad office	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	684	4/01/22		413/-			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						413/-	
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:						413/-	
Amount E – PO / WO value:						413/-	
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			17/01/22				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Vanaja						
Date	10/01/22						

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

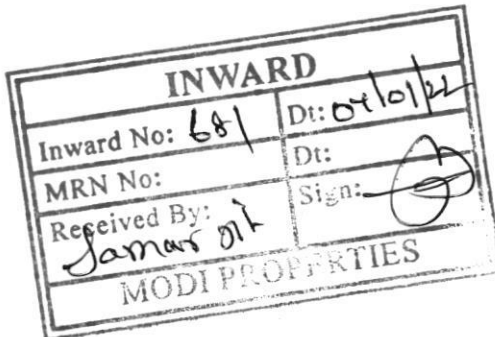
email : saiadhityacomputers@gmail.com.

GST : 36BTZPA2173D1ZN

Invoice No. 684	Invoice Date : 4/1/22	PO.No.	Date :
State : Telangana	State Code [36]	D.C.No. 6612	

Mrs. VISTA HOMES	Place of Service:
Address:	
GST IN : 36AAGFV2068P173	State Code : [36]

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT	
					Rs.	Ps.
1	HP 12A Refilling	8443	01	200	200	✓
2	HP 12A mlay		01	150	150	✓



TOTAL AMOUNT BEFORE TAX :		350	✓
Bank Details:	ADD : CGST : 9%	31	✓
	ADD SGST : 9%	31	✓
	ADD IGST : 18%	1	✓
	TOTAL AMOUNT AFTER TAX:	413	✓

Rupees in Words: **Four hundred thirteen 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.

SJ
(Office Seal)

Certified that the particulars given above are true and correct
For **Sai Adhitya Computers**

[Signature]
Authorised Signatory

10/10/10

2010-10-10

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Purchase Order

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84317

08.01.22 11:42:53

From Company : **Vista Homes**
5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAGFV2068P1ZJ

Supplier Details

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

GSTIN 36BTZPA2173DIZN

9908273448

9652512695

Doc No 84317 183356**Doc Date** 04-01-2022**Quote No** Nil**Quote Date** 04-01-2022**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	1.00	200.00	0.00	18.00	236.00
2 3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	150.00	0.00	18.00	177.00
Total Order Value . . .					413.00

Rupees : Four Hundred Thirteen 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 all site laptop purpose**Completion Date** NA**Measurment** NA**Security** Nil**Remarks** Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.For **Vista Homes**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Sai Adhitya Computers**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Vista Homes		Date:		04-01-2022	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		183356	
Material required before date:					ID No.		72664

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Refilling		1	No		
2	12A magnet		1	No		
3						
4						
5	84317					
6						
7						
8						
9						
10						

APPROVED

10 JAN 2022

MINISH PARIKH
MANAGER PROCUREMENT

Remarks: This is for all site laptop

Prepared By	K.Suneel	Approved by	
Sign. & Date	04-01-2022	Sign. & Date	

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