PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6/6/20	Prepared by:	T. Bh—
PO/WO no.	67606	PO / WO Date.	30/5/20
Supplier Name	Sai aditya Corp	PO/WO amount	590
Firm/Company	MPPL	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1.	272	21/3/20	590
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			590

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:	590
Amount E – PO / WO value:	590
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 / W?O	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs.____/- ~~☐ No~~
Payment – due date	15/6/20

Remarks:_

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	6/6/20						

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

PO 67606

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.

GST : 36BTZPA2173DIZN

Invoice No. 272 Invoice Date : 21/3/20 PO.No. DC No. 12408

State : Telangana State Code 36

Mrs. MY FLOWER PLATILUM PVT LTD

Address:

GST IN : 36AABCM4761E1Z 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 T/R	8443	01	200	200	00
2.	Refilling C/T					
3.	Inkjet B/R					
4.	Inkjet C/R					
5.	Toner Drum /C Hp 12A D/C		01	300	300	00
6.	Wiper Blade /C					
7.	Doctor Blade /C					
8.	Others					

INWARD
Inward No: 658 Dt: 21/03/20
MRN No: Dt:
Received By: Samarjit Sign:
Modi Properties

MODI PROPERTIES PVT. LTD. INWARD No: 65666 Date 23/5/20 Sign: SECBAD

Total Invoice Amount in Words: Five Hundred Ninety Rupees Only.

Total Amount Before Tax :	500	00
ADD : CGST : 9%	45	00
ADD SGST : 9%	45	00
ADD IGST : 18%		
Total Amount After Tax:	590	00

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

Requisition Form

Company Name:	Modi properties	Date:	23-05-2020
Site & Phase :	Head office	Time:	
Supplier		Req. No.	16190
Material required before date:		ID No.	57280

No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner refiling		1	Nos		
2	12A drum		1	No		
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: This is for Rama Rao printer

Prepared By	Suneel	Approved by	APPROVED 01 JUN 2020 MINISH PARIKH MANAGER PROCUREMENT
Sign.& Date	23-05-2020	Sign. & Date	

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

Purchase Order

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67606
03.06.20 12:48:11

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details

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

GSTIN 36BTZPA2173DIZN
9908273448 9652512695

Doc No	67606	16190
Doc Date	30-05-2020	
Quote No	Nil	
Quote Date	30-05-2020	
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	3522 - Computers and Peripherals - Toner drum - NA - nos *12A*	1.00	300.00	0.00	18.00	354.00
					Total Order Value . . .	**590.00**

Rupees : Five Hundred Ninty 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 ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Name : 01/06/2020

Accepted the above Terms And Conditions

For ***Sai Adhitya Computers***

Name : ____________

Date : __/__/____