PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/6/20	Prepared by:	Prabhakar
PO/WO no.	67699	PO / WO Date.	23.5.20
Supplier Name	Sai Aditya Company	PO/WO amount	885.00
Firm/Company	N.E	Project	N.E
Sl. No.	Bill No.	Bill Date	Bill amount
1.	291	23.5.20	885-00
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			885.00

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			79926	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits :-	
Amount C –Other Debits :-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:	885-00
Amount E – PO / WO value:	885-00
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	22/6

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		PBL					
Date		19/6					

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 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/-

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

PO 676979

Invoice No. 291 Invoice Date : 23/5/20 PO.No. DC No. 1023

State : Telangana State Code 36

Mrs. NILIGIRI ESTATES

Address:

GST IN : 36AAHFN0766F1ZA State Code : 36

Shift to :

S.No.	Name of the Product / Service	HSN Code	Qty	Rate	Amount Rs.	Ps.
1.	Refilling B/T Hp12A T/R		01	200	200	-
2.	Refilling C/T					
3.	Inkjet B/R					
4.	Inkjet C/R					
5.	Toner Drum /C Hp12A D/C	8443	01	300	300	-
6.	Wiper Blade /C					
7.	Doctor Blade /C Hp12A wb		01	100	100	-
8.	Others Hp12A M/Ag		01	150	150	-

S/

INWARD
Inward No: 45 Dt: 26/05/20
MRN No: 79926 Dt:
Received By: Sarvesh
Modi Properties

MODI PROPERTIES PVT. INWARD No: 60623 Date: 11/6/20 Sign: SEC'BAD

Total Invoice Amount in Words: Eight Hundred Eighty Five Rupees only

Total Amount Before Tax :	750	-
ADD : CGST : 9%	67	50
ADD SGST : 9%	67	50
ADD IGST : 18%	-	
Total Amount After Tax:	885	-

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

05-06-2020 09:28:31

Purchase Order

67699
03.06.20 12:48:12

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details

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

GSTIN 36BTZPA2173DIZN
9908273448 9652512695

Doc No	67699	16203
Doc Date	23-05-2020	
Quote No	Nil	
Quote Date	23-05-2020	
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	1.00	300.00	0.00	18.00	354.00
3 3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	150.00	0.00	18.00	177.00
4 3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	100.00	0.00	18.00	118.00

Rupees : Eight Hundred Eighty Five Only. **Total Order Value . . .** **885.00**

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 *Nilgiri Estates*

Authorised Signatory

05/06/2020

Name :

Accepted the above Terms And Conditions

For ***Sai Adhitya Computers***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Nilgiri Estates	Date	23-05-2020
Site & ase :	Head Office	Time:	
Supplier		Req. No.	~~16206~~ 16203
Material required before date:		ID No.	57377

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner refilling		1	No		
2	12A Drum		1	No		
3	12A blade		1	No		
4	12A Magnet		1	No		
5						
6						
7						
8						
9						
10						

Remarks: This is for lavanya printer

APPROVED
0 5 [illegible] 2020
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	Suneel	Approved by	
Sign.& Date	23-05-2020	Sign. & Date	

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