PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/6/20	Prepared by:	Prabhakar
PO/WO no.	67748	PO / WO Date.	23.5.20
Supplier Name	Sai Aditya Computers	PO/WO amount	590-00
Firm/Company	MPPL	Project	MPL
Sl. No.	Bill No.	Bill Date	Bill amount
1.	289	23/5/20	590-00
2.			/
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			590-00

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			79925	☑ 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:	590-00
Amount E – PO / WO value:	590-00
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 – with~~in 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:							
Date		14/6					

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 67748

Invoice No. 289 Invoice Date : 23/5/20 PO.No. DC No. 1023

State : Telangana State Code 36

Mrs. MODI PROPERTIES PVT LTD

Address:

GST IN : 36AABCM4761G1ZM 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 Refilling		01	200	200/-	-
2.	Refilling C/T	8443				
3.	Inkjet B/R					
4.	Inkjet C/R			66222		
5.	Toner Drum /C			300	300/-	-
6.	Wiper Blade /C Hp 12A New Drum					
7.	Doctor Blade /C					
8.	Others					

INWARD
Inward No: 47 Dt: 26/05/20
MRN No: 99925 Dt:
Received By: Jamar Sign:
Modi Properties

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 6628
Date: 11/6/20
Sign:

Total Invoice Amount in Words: Five Hundred Ninety Rupees Only

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

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

Purchase Order

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67748
03.06.20 12:48:12

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 [illegible]era Towes,Narayanaguda, Hyd-20

GSTIN 3[illegible]A2173DIZN
9908273418 9652512695

Doc No	67748	16208
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 124	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
				Total Order Value . . .	**590.00**

Rupees : Five Hundred Ninty Only.

Terms and Conditions :-

Specification/[illegible]	As per details given in the quotation
Payment [illegible]	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 [illegible]	Nil
Transport [illegible]	Included in the above price.
Warranty	Nil
Advance [illegible]	Nil
Other [illegible]	We reserve the right items not conforming to quality and specifications. Above order for HO use purpose
Compl[illegible]	Nil
Measur[illegible]	Nil
Security	Nil
Remarks	

For [illegible] *Pvt.Ltd.*
Authorised [illegible]

05/06/2020

Name : ______________________

Accepted the above Terms And Conditions
For ***Sai Adhitya Computers***

Date : __/__/____

Requisition Form

Company Name:	Modi properties	Date:	21-03-2020
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16208
Material required before date:		ID No.	57422

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

Remarks: This is for sangeetha

APPROVED
05 JUN 2020
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	Suneel	Approved by	
Sign.& Date	21-03-2020	Sign. & Date	

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