PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	03/07/2020	Prepared by:	V. Ravali
PO/WO no.	68524	PO / WO Date.	26/06/2020
Supplier Name	Sai Adhitya Computers	PO/WO amount	413/-
Firm/Company	Modipropertiees Pvt. ltd	Project	MPPL
Sl. No.	Bill No.	Bill Date	Bill amount
1.	307	26/06/2020	413/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			

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:	413/-
Amount E – PO / WO value:	413/-
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	10/07/2020

Remarks:_

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	V. Ravali		APPROVED 03 JUL 2020 MINISH PARIKH				
Date	3/7/20						

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

Purchase Order

 02-07-2020 12:43:53 PM

68524
02.07.20 12:12:26

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 9908273448 9652512695	**Doc No**	68524	16301
	Doc Date	26-06-2020	
	Quote No	Nil	
	Quote Date	26-06-2020	
	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	150.00	0.00	18.00	177.00
					Total Order Value . . .	**413.00**

Rupees : Four Hundred Thirteen 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 : 02/07/2020

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

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	Modi properties Pvt Ltd	Date:	26-06-2020
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16301
Material required before date:		ID No.	58169

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

PO 68524

APPROVED
02 JUL 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: This is for Aruna printer

Prepared By	Suneel	Approved by	
Sign.& Date	26-06-2020	Sign. & Date	

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

- Laser Toners
- Ink Jets
- Ribbons
- Xerox Cartridges

TAX INVOICE

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 : 36BTZPA2173D1ZN

Invoice No. 307 Invoice Date : 26/6/2020 PO.No. Date :
State : Telangana State Code 36 D.C.No. 1156

Mrs. MODI PROPERTIES PVT LTD
Address:
GST IN : 36AABCM4761E1ZM State Code : 36

Place of Service:

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT Rs.	Ps.
1/	Hp 12A Refilling		01	200	200	-
2.	Hp 12A p/c/R	8443	01	150	150	-

INWARD
Inward No: 281 Dt: 26/06/20
MRN No: Dt:
Received By: Samarpith Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. INWARD No. 67049 Date 03/07/... Sign ... SEC'BAD

TOTAL AMOUNT BEFORE TAX :	350 -
ADD : CGST : 9%	31 50
ADD SGST : 9%	31 50
ADD IGST : 18%	
TOTAL AMOUNT AFTER TAX:	413 -

Bank Details:

Bank Name : Mahesh Bank
Bank Account Number : 012001200008889
Bank Branch IFSC Code : APMC0000012

Rupees in Words: Four Hundred Thirteen Rupees Only/-

Terms and Conditions :
E & O.E.
1. Goods once sold will not be taken back
Interest @24% p.a.be charged if the payment is made with in the stipulated time.
...ect to "Telangana" Jurisdiction only.

SAI ADHITYA COMPUTERS 9908273448 9652512695 (Office Seal) A Complete Refilling Centre

Certified that the particulars give agove are true and correct
For *Sai Adhitya Computers*

Authorised Signatory