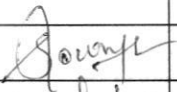


PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		18/7/20.		Prepared by:		SOWMYA	
PO/WO no.		68799.		PO / WO Date.		4/7/20.	
Supplier Name		Abai Adhitya Computers		PO/WO amount		708	
Firm/Company		Nilgiri Estates		Project		Head office.	
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	315	4/7/20.	708				
2.							
3.							
Amount A – Bills total(Excluding Transport & Hamali Charges):			708				
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			67537	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B –Other Credits :							
Amount C –Other Debits :							
Amount D (D=A+B-C) – Amount to be credited to the supplier:			708				
Amount E – PO / WO value:			708				
Amount F – Difference (A – E):							
Quantity received as per PO /WO			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)				
Is difference between PO / Bill acceptable?			<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)				
Excess / short material received			<input type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)				
Close PO / W?O			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)				
Advance paid / PDC given (deduct when paying)			<input type="checkbox"/> Yes – Rs. ___/- <input type="checkbox"/> No				
Payment – due date			25.7.2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	18/7/20						

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 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

PO 68799

Invoice No. **315** Invoice Date : **4/7/2020** PO.No. _____ Date : _____
 State : **Telangana** State Code **36** D.C.No. **1164**

Mrs. **NILGIRI ESTATES** Place of Service: _____
 Address: _____
 GST IN : **36AAHFND766F1ZA** State Code : **36**

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT	
					Rs.	Ps.
1)	Hp 12A Refilling	8443	01	200	200	00
2)	Hp 12A New Drum :		01	300	300	00
3)	Hp 12A W/S/C		01	100	100	00

INWARD
 Inward No: **267** Dt: **04/07/20**
 MRN No: _____ Dt: _____
 Received By: **[Signature]** Sign: **[Signature]**
MODI PROPERTIES

MODI PROPERTIES
 INWARD
 No. **67537**
 Date: **16/7**
 Sign: **[Signature]**
SEC'BAD

TOTAL AMOUNT BEFORE TAX : **600** : **00**

Bank Details: Bank Name : Mahesh Bank Bank Account Number : 012001200008889 Bank Branch IFSC Code : APMC0000012	ADD : CGST : 9%	54 : 00
	ADD SGST : 9%	54 : 00
	ADD IGST : 18%	
	TOTAL AMOUNT AFTER TAX:	708 : 00

Rupees in Words: **Seven Hundred Eight 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.

Sai Adhitya Computers
 9908273448
 9652512695
 Office Seal
 Refilling

Certified that the particulars give above are true and correct
 For **Sai Adhitya Computers**
[Signature]
 Authorised Signatory

Purchase Order

Page(s) 1 Of 1

11-07-2020 17:33:05

Or



68799

08.07.20 3:08:59

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IIInd 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	68799	16338
Doc Date	04-07-2020	
Quote No	Nil	
Quote Date	04-07-2020	
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	100.00	0.00	18.00	118.00
Total Order Value . . .					708.00

Rupees : Seven Hundred Eight 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**Penalty 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**Measurement** Nil**Security** Nil**Remarks**For **Nilgiri Estates**

Authorised Signatory

Name : _____

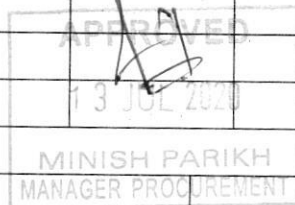
Name : _____

Accepted the above Terms And Conditions

For **Sai Adhitya Computers**

Date : ___/___/___

Requisition Form

Company Name:		Nilgiri Estates		Date		04-07-2020	
Phase :		Head Office		Time:			
Supplier				Req. No.		16338	
Material required before date:					ID No.		58439.
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A toner refilling		1	No			
2	12A toner Drum		1	No			
3	12A Wiper		1	No			
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for Bhavani							
Prepared By		Suneel		Approved by		 MINISH PARIKH MANAGER PROCUREMENT	
Sign.& Date		04-07-2020		Sign. & Date			

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