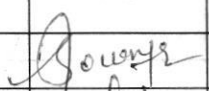


PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/7/20		Prepared by:	SOWMYA			
PO/WO no.	68800		PO / WO Date.	4/7/20			
Supplier Name	Sai Adhitya Computers		PO/WO amount	236			
Firm/Company	Modi properties prt ltd		Project	head office			
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	316	4/7/20	236				
2.							
3.							
Amount A – Bills total(Excluding Transport & Hamali Charges):				236			
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			67544	☒ 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:				236			
Amount E – PO / WO value:				236			
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			25.7.2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	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 68800

Invoice No. **316**

Invoice Date : **4/7/2020** PO.No.

Date :

State : Telangana

State Code **[36]**

D.C.No. **1164**

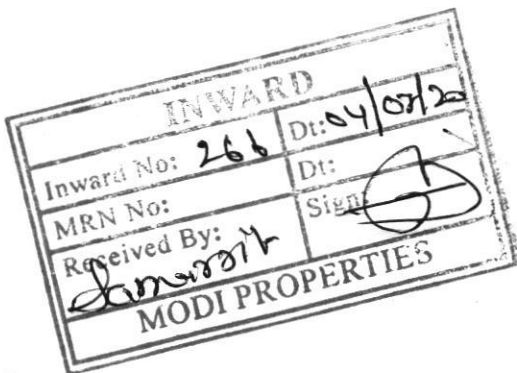
Mrs. **MODI PROPERTIES PVT LTD**

Place of Service:

Address:

GST IN : **36AABCM74761E17M** State Code : **[36]**

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT	
					Rs.	Ps.
1	HP 12A Refilling	8443	01	200	200 !	00



TOTAL AMOUNT BEFORE TAX :

200 ! 00

Bank Details:

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

ADD : CGST : 9%

ADD SGST : 9%

ADD IGST : 18%

TOTAL AMOUNT AFTER TAX:

236 ! 00

Rupees in Words:

Two Hundred Thirty Six Rupees only -

Terms and Conditions :

1. Goods once sold will not be taken back
2. Interest @24% p.a. be charged if the payment is not made within the stipulated time.
3. Subject to "Telangana" Jurisdiction only.



Certified that the particulars given above are true and correct

For **Sai Adhitya Computers**

[Signature]
Authorised Signatory

Purchase Order

Page(s) 1 Of 1

13-07-2020 11:37:01



68800

08.07.20 3:08:59

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IIInd 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	68800	16339
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
Total Order Value . . .					236.00

Rupees : Two Hundred Thirty Six 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
Measurment	Nil
Security	Nil
Remarks	

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Sai Adhitya Computers**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Modi properties Pvt Ltd		Date:		04-07-2020	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		16339	
Material required before date:					ID No.		58440
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A toner refilling		1	No			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for Lateef							
Prepared By		Suneel		Approved by			
Sign.& Date		04-07-2020		Sign. & Date			

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