PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	01/09/2020	Prepared by:	MINISH
PO/WO no.	69834	PO / WO Date	20/08/2020
Supplier Name	Sai Adhitya Computers	PO/WO amount	590/-
Firm/Company	Nilgiri Estates	Project name	HO.
Sl. No.	Bill No	Bill Date	Bill amount
1.	346	20/08/2020	590/-
2.			
3.			
4.			
5			
Amount A – Bills total(Excluding Transport & Hamali Charges):			590/-

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:	590/-
Amount E – PO / WO value:	590/-
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 / WO	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes - ☐ ~~No~~
Payment – due date	07/09/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:						
Date						

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 upto 25,000/- and Purchase Director thereafter. 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/-

- 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.

69834

GST : 36BTZPA2173D1ZN

Invoice No. 346 Invoice Date : 20/8/2020 PO.No. Date :
State : Telangana State Code 36 D.C.No. 1198

Mrs. NILGIRI ESTATES
Address:
GST IN : 36AAHFN0766F1ZA State Code : 36

Place of Service:

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT Rs.	AMOUNT Ps.
1)	Hp 12A Reding	8443	01	200	200 :	-
2)	Hp 12A New Drum		01	300	300 :	-

INWARD
Inward No: 395 Dt: 21/08/20
MRN No: 82457 Dt: 01/09/20
Received By: Sign
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. INWARD 68813 31/8 SECUNDERABAD

	TOTAL AMOUNT BEFORE TAX :	500 :	-
Bank Details:	ADD : CGST : 9%	45 :	-
Bank Name : Mahesh Bank	ADD SGST : 9%	45 :	-
Bank Account Number :012001200008889	ADD IGST : 18%		
Bank Branch IFSC Code : APMC0000012	TOTAL AMOUNT AFTER TAX:	590 :	-

Rupees in Words: Five Hundred Ninty 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 A Complete Refilling Centre (Office Seal)

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

Purchase Order

 26-08-2020 12:24:13

69834
26.08.20 1:23:34

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	**Doc No**	69834	16434
	Doc Date	20-08-2020	
	Quote No	Nil	
GSTIN 36BTZPA2173DIZN	**Quote Date**	20-08-2020	
9908273448 9652512695	**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 *88A*	1.00	200.00	0.00	18.00	236.00
2	3522 - Computers and Peripherals - Toner drum - NA - nos *88A*	1.00	300.00	0.00	18.00	354.00
				Total Order Value . . .		**590.00**

Rupees : Five Hundred Ninty Only.

Terms and Conditions :-

Specification / 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 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 Bhavani printer

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For ***Nilgiri Estates***

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For ***Sai Adhitya Computers***

Name : _____

Date : __/__/____

Contact

Requisition Form

Company Name:	Nilgiri Estates	Date:	20-08-2020
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16434
Material required before date:		ID No.	59356

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner refilling		1	No		
2	12A drum		1	No		
3						
4						
5						
6	69834					
7						
8						
9						
10						

Remarks: This is for Bhavani printer

Prepared By	Suneel	Approved by	
Sign.& Date	20-08-2020	Sign. & Date	

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