PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	01/09/20	Prepared by:	Kirthi
PO/WO no.	69808	PO / WO Date.	25/08/20
Supplier Name	Sai Adhitya Computers	PO/WO amount	590/-
Firm/Company	Modi Properties Pvt. Ltd	Project	H.O
Sl. No.	Bill No.	Bill Date	Bill amount
1.	344	19/08/20	590/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	344	19/08/20	82482	☑ 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/-
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 / W?O	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs.____/- ☑ No
Payment – due date	07/09/20

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Kirthi						
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 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 Tonars and Inkjet Catridges

#106, 1st Floor, Kubera Towers, Narayanaguda, Hyderabad - 20
email : saiadhityacomputers@gmail.com.

69808

GST : 36BTZPA2173D1ZN

Invoice No. 344 Invoice Date : 19/8/2020 PO.No. Date :
State : Telangana State Code 36 D.C.No. 1197

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

Place of Service:

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

INWARD
Inward No: 384 Dt: 19/08/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. INWARD No. 68816 Date 31/8 SEC'BAD

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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

Rupees in Words: Five Hundred Ninety 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 above are true and correct
For *Sai Adhitya Computers*
Authorised Signatory

Purchase Order

 25-08-2020 15:41:59

69808
26.08.20 1:23:34

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	**Doc No**	69808	16426
106,1st Floor Kubera Towes,Narayanaguda, Hyd-20	**Doc Date**	25-08-2020	
	Quote No	Nil	
GSTIN 36BTZPA2173DIZN	**Quote Date**	25-08-2020	
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 *12 A*	1.00	200.00	0.00	18.00	236.00
2	3522 - Computers and Peripherals - Toner drum - NA - nos *12A*	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 HO use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Name :

Contact - -

Accepted the above Terms And Conditions

For ***Sai Adhitya Computers***

Name :

Date : __/__/____

Requisition Form

Company Name:	Modi Properties Pvt LTd	Date:	19-08-2020
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16426
Material required before date:		ID No.	59338

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner refilling		1	No		
2	12A drum		1	No		
3						
4						
5						
6	69808					
7						
8						
9						
10						

Remarks: This is for kanaka rao sir printer			
Prepared By	Suneel	Approved by	
Sign.& Date	19-08-2020	Sign. & Date	

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