PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	14/10/2020	Prepared by:	C.Neha
PO/WO no.	71071	PO / WO Date.	07/10/2020
Supplier Name	Sai Adhitya Computers	PO/WO amount	590/-
Firm/Company	Modi properties Pvt Ltd	Project	Head office
Sl. No.	Bill No.	Bill Date	Bill amount
1.	387	2/10/2020	590/-
2.			
3.			
4.			
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 / W?O	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs._____/- ~~☐ No~~
Payment – due date	16/10/2020

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha						
Date	14/10/2020						

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

- 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

7/07/

Invoice No. 387 Invoice Date : 2/10/2020 PO.No. Date :
State : Telangana State Code 36 D.C.No. 2183

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	8443	01	200	200	-
2)	Hp. 12A New Drum		01	300	300	-

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 70039
Date 13/10
Sign.

INWARD	
Inward No: 529	Dt: 02/10/20
MRN No:	Dt:
Received By: Samarjith	Sign:
MODI PROPERTIES	

	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 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 * A Complete Refilling Centre *
9908273448
9652512695
(Office Seal)

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

Purchase Order

71071
05.10.20 3:23:15

 12-10-2020 14:29:41

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**	71071	16550
106,1st Floor Kubera Towes,Narayanaguda, Hyd-20	**Doc Date**	07-10-2020	
	Quote No	Nil	
GSTIN 36BTZPA2173DIZN	**Quote Date**	07-10-2020	
9908273448 9652512695	**SupplyType**	Supply	

Kind Attn : Adhitya

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	300.00	0.00	18.00	354.00
2	3523 - Computers and Peripherals - Toner refill - NA - nos	1.00	200.00	0.00	18.00	236.00
					Total Order Value . . .	**590.00**

Rupees : Five Hundred Ninty Only.

Terms and Conditions :-

Specification /	All items shall be of Epsion brand,744 model
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next 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	Transport cost shall be borne by us
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Ramakrishna
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	Date:	02-10-2020
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16550
Material required before date:		ID No.	60498

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						

P.O. 71071

Remarks: This is for ramakrishna printer

Prepared By	Suneel	Approved by	
Sign.& Date	02-10-2020	Sign. & Date	

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