

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 14/10/2020		Prepared by: C. Neha	
PO/WO no. 71207		PO / WO Date. 10/10/2020	
Supplier Name: Sri Adhitya Computers		PO/WO amount: 767 / -	
Firm/Company: Nigini Estates		Project: Head office	
Sl. No.	Bill No.	Bill Date	Bill amount
1.	386	02/10/2020	767 / -
2.			
3.			
4.			
Amount A - Bills total (Excluding Transport & Hamali Charges):			767 / -
Sl. No.	DC No.	DC. Date	MRN No.
1.			
2.			
3.			
4.			
Amount B - Other Credits :			
Amount C - Other Debits :			
Amount D (D=A+B-C) -- Amount to be credited to the supplier:			767 / -
Amount E - PO / WO value:			767 / -
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 - Rs. /- ☒ No	
Payment - due date		16/10/2020	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign: Neha			
Date: 14/10/2020			

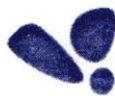
Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve additional bills upto Rs. 1,00,000/- 4. Attach DC Office copy of PO/WO, DC 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 Toners and Inkjet Cartridges

#106, 1st Floor, Kubera Towers, Narayanaguda, Hyderabad - 20

email : saiadhityacomputers@gmail.com.

71207

GST : 36BTZPA2173D1ZN

Invoice No. **386** Invoice Date : 2/10/2020 PO.No. _____ Date : _____
 State : Telangana State Code **36** D.C.No. **2183**

Mrs. NIJIGIRI ESTATES Place of Service: _____
 Address: _____
 GST IN : 36AAHFN0766F17P 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 M/Alg		01	150	150	00



INWARD
 Inward No: 528 Dt: 6/2/2020
 MRN No: _____ Dt: _____
 Received By: [Signature] Sign: [Signature]
MODI PROPERTIES

SP

TOTAL AMOUNT BEFORE TAX :		650	00
Bank Details:	ADD : CGST : 9%	58	50
	ADD SGST : 9%	58	50
	ADD IGST : 18%		
	TOTAL AMOUNT AFTER TAX:	767	00

Rupees in Words: Seven Hundred Sixty Seven 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.

Office Seal

Certified that the particulars given above are true and correct
 For **Sai Adhitya Computers**
A Venky
 Authorised Signatory

Purchase Order

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12-10-2020 14:29:41



71207

10.10.20 12:26:27

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 GSTIN 36BTZPA2173DIZN 9908273448 9652512695	Doc No	71207	16552
	Doc Date	10-10-2020	
	Quote No	Nil	
	Quote Date	10-10-2020	
	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	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 3535 - Computers and Peripherals - Processor - NA - nos	1.00	150.00	0.00	18.00	177.00
Total Order Value . . .					767.00

Rupees : Seven Hundred Sixty Seven 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	Next Working Day.
Delivery Location	Head Office 5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penalty 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 site use purpose. Lavanya printer.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For **Nilgiri Estates**

Authorised Signatory

Name :

Contact :-

Accepted the above Terms And Conditions

For **Sai Adhitya Computers**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Nilgiri Estates		Date:		02-10-2020	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		16552	
Material required before date:					ID No.		60500

No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner Refilling		1	No		
2	12A toner drum		1	No		
3	12A maganet		1	No		
4						
5						
6						
7						
8						
9						
10						

7/1207

Remarks: This is for Lavanya printer			
Prepared By		Suneel	
Sign. & Date		02-10-2020	
Approved by			
Sign. & Date			

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