NO inward Num

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/11/2020	Prepared by:	NEHA.C[redacted]
PO/WO no.	72012	PO / WO Date.	02/11/2020
Supplier Name	Sai Adhitya Computers	PO/WO amount	413 /—
Firm/Company	MPPL	Project	Head Office
Sl. No.	Bill No.	Bill Date	Bill amount
1	408	04/11/2020	413 /—
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			413 /—

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			85136	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B – Other Credits : Transportation charges	—
Amount C – Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	413 /—
Amount E – PO / WO value:	413 /—
Amount F – Difference (A – E): GST-18%	—

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	16/11/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha		APPROVED 11 NOV 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	11/11/2020						

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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/-

TAX INVOICE

- Laser Toners
- Ink Jets
- Ribbons
- Xerox Cartridges

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.

72012

GST : 36BTZPA2173D1ZN

Invoice No. 408 Invoice Date : 4/11/2020 PO.No. Date :

State : Telangana State Code 36 D.C.No. 2508

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 Refiling	8443	01	200	200 :	00
2)	HP 12A pick		01	150	150 :	00
	TOTAL AMOUNT BEFORE TAX :				350 :	00
	ADD : CGST : 9%				31 :	50
	ADD SGST : 9%				31 :	50
	ADD IGST : 18%					
	TOTAL AMOUNT AFTER TAX:				413 :	00

INWARD
Inward No: 634 Dt: 04/11/20
MRN No: 85136 Dt:
Received By: Samorgh Sign:
MODI PROPERTIES

MODI PROPERTIES PVT LTD INWARD No. 71106 Date 11/11/20 Neha SEC'BAD

SP

Bank Details:

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

Rupees in Words: Four Hundred Thirteen 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

72012
06.11.20 4:55:08

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**	72012	16651
106,1st Floor Kubera Towes,Narayanaguda, Hyd-20	**Doc Date**	02-11-2020	
	Quote No	Nil	
GSTIN 36BTZPA2173DIZN	**Quote Date**	02-11-2020	
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	200.00	0.00	18.00	236.00
2	3523 - Computers and Peripherals - Toner refill - NA - nos	1.00	150.00	0.00	18.00	177.00
					Total Order Value . . .	**413.00**

Rupees : Four Hundred Thirteen 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, 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 site use purpose. For kanaka rao
Completion Date	NA
Measurment	NA
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:	04-11-2020
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16651
Material required before date:		ID No.	61360

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

P.O. 72012

Remarks: This is for kanaka rao sir

Prepared By	Suneel	Approved by	
Sign.& Date	04-11-2020	Sign. & Date	

APPROVED
10 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

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