

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 03/12/2020		Prepared by: Neha	
PO/WO no. 72530		PO / WO Date. 25/11/2020	
Supplier Name Sai Adhitya Computers		PO/WO amount 590/-	
Firm/Company MPPI		Project Head office	
Sl. No.	Bill No.	Bill Date	Bill amount
1	416	26/11/2020	590/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			590/-
Sl. No.	DC No	DC. Date	MRN No.
1.			85901
2.			
3.			
Amount B - Other Credits : Transportation charges			
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): 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		07/12/2020	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign: Neha			
Date: 3/12/2020			

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/-

- 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.

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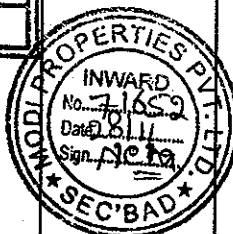
GST : 36BTZPA2173D1ZN

Invoice No. 416	Invoice Date 26/11/2020	PO.No.	Date :
State : Telangana	State Code 36	D.C.No. 2519	

Mrs. MODI PROPERTIES PVT LTD	Place of Service:
Address:	
GST IN : 36AABCM476161Z	State Code : 36

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT	
					Rs.	Ps.
1)	HP 12A Refung	8443	01	200	200	0
2)	HP 12A New Drum		01	300	300	0

INWARD	
Inward No: 517	Dt: 26/11/20
MRN No: 85901	Dt:
Received By: [Signature]	Sign: [Signature]
MODI PROPERTIES	



SL

TOTAL AMOUNT BEFORE TAX :

500 0

Bank Details:

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

ADD : CGST : 9%

ADD SGST : 9%

ADD IGST : 18%

TOTAL AMOUNT AFTER TAX:

590 0

Rupees in Words: **Five Hundred Ninety Rupees only**

Terms and Conditions :

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.



Certified that the particulars given above are true and correct
For **Sai Adhitya Computers**

[Signature]
Authorised Signatory

Purchase Order



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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
106,1st Floor Kubera Towes,Narayanaguda, Hyd-20

GSTIN 36BTZPA2173DIZN

9908273448

9652512695

Doc No	72530	16702
Doc Date	25-11-2020	
Quote No	Nil	
Quote Date	25-11-2020	
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
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	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.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sai Adhitya Computers**

Name : _____

Name : _____

Date : ____/____/____