PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	10/12/20	Prepared by:	NEHA .C
PO/WO no.	72751	PO / WO Date.	07/12/2020
Supplier Name	Sai Aadhitya Computers	PO/WO amount	354/-
Firm/Company	MPPL	Project	Head office
Sl. No.	Bill No.	Bill Date	Bill amount
1	424	03/12/2020	354/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			354/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.				□ 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:	354/-
Amount E – PO / WO value:	354/-
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	11/12/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	10/12/2020	11/12					

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 Tonars and Inkjet Catridges

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

GST : 36BTZPA2173D1ZN

72751

Invoice No. 424 Invoice Date : 3/12/2020 PO.No. Date :

State : Telangana State Code 36 D.C.No. 2523

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	0
2)	Hp 12A D/S/C		01	100	100	0

INWARD
Inward No: 550 Dt: 03/12/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No: 11998 Date: 09/12 Sign: Neha

SV

TOTAL AMOUNT BEFORE TAX :	300	0
ADD : CGST : 9%	27	0
ADD SGST : 9%	27	0
ADD IGST : 18%	\	
TOTAL AMOUNT AFTER TAX:	354	0

Bank Details:

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

Rupees in Words: Three Hundred Fifty Four Ruppes 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*

A Venky
Authorised Signatory

Purchase Order

 07-12-2020 10:35:10 Orig

72751

25 11 20 1:31:18

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**	72751	16723
106,1st Floor Kubera Towes,Narayanaguda, Hyd-20	**Doc Date**	07-12-2020	
	Quote No	Nil	
GSTIN 36BTZPA2173DIZN	**Quote Date**	07-12-2020	
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	1.00	200.00	0.00	18.00	236.00
2	3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	100.00	0.00	18.00	118.00
					Total Order Value . . .	**354.00**

Rupees : Three Hundred Fifty Four 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 Aruna
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

Name : 07/12/2020

Contact --

Accepted the above Terms And Conditions

For *Sai Adhitya Computers*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	03-12-2020
Site & Place :	Head Office	Time:	16723
Supplier	Sai Adhitya	Req. No.	62062
Material required before date:		ID No.	

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

42751

APPROVED
07 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: This is for Aruna printer

Prepared By	Suneel	Approved by	
Sign.& Date	03-12-2020	Sign. & Date	

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