PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	10/7/21	Prepared by:	BHAVANI
PO/WO no.	78347	PO / WO Date.	16-6-21
Supplier Name	Sai Adhithya Computers	PO/WO amount	590
Firm/Company	NE	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	555	16/6/21	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
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	12-7-21
Remarks:	Incentive Rs-20/-

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Bhavani		APPROVED 10 JUL 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	10/7/21						

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, excl transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exce 10,000/- 7. MD to approve all bills above 1,00,000/-

- Laser Toners
- Ink Jets
- Ribbons
- Xerox Cartridges

TAX INVOICE

Sai Adhitya Computers

One Stop Refilling Solutions...

Mob : 9908273448
: 9652512695

A Complete Refilling of Laser Tonars and Inkjet Catridges

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

GST : 36BTZPA2173D1ZN

Invoice No. 555 Invoice Date : 16/6/21 PO.No. Date :
State : Telangana State Code 36 D.C.No. 2888

Mrs. NILGIRI ESTATES
Address:
GST IN : 36AAHFN0766F1ZA State Code : 36

Place of Service:

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT Rs.	Ps.
1)	Hp 12A Refiling		01	200	200	-
2)	Hp 12A New Drum	8443	01	300	300	-

INWARD
Inward No: 71 Dt: 16/06/21
MRN No: Dt:
Received By: Sign
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 8153 Date 25/6 Sign

TOTAL AMOUNT BEFORE TAX :	500	-
ADD : CGST : 9%	45	-
ADD SGST : 9%	45	-
ADD IGST : 18%	-	
TOTAL AMOUNT AFTER TAX:	590	-

Bank Details:

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

Rupees in Words: Five Hundred Ninty 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.

(Office Seal)

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

Purchase Order

78347
06.07.21 4:40:58

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	**Doc No**	78347	182941
106,1st Floor Kubera Towes,Narayanaguda, Hyd-20	**Doc Date**	16-06-2021	
	Quote No	Nil	
GSTIN 36BTZPA2173DIZN	**Quote Date**	05-05-2021	
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 *HP 12A*	1.00	200.00	0.00	18.00	236.00
2	3522 - Computers and Peripherals - Toner drum - NA - nos *HP 12A*	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, 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 Venkataramana printers
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:	Niligiri Estates		Date:		16-06-2021	
Site & Phase :	Head Office		Time:			
Supplier			Req. No.		182941	
Material required before date:			ID No.		66903	

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

78347

Remarks: This is for Lavanya printer

Prepared By	Suneel	Approved by	
Sign.& Date	16-6-2021	Sign. & Date	

APPROVED
07 JUL 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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