PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	20/07/21	Prepared by:	BHAVANI
PO/WO no.	78633	PO / WO Date.	08/07/21
Supplier Name	Sai Adhitya computers	PO/WO amount	354/-
Firm/Company	Modi Properties Pvt Ltd	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	573	8/7/21	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	26/07/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Bhavani	[signature]					
Date	20/7/21	21/7/21					

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

- 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

PO 78633

Invoice No. 573 Invoice Date : 8/7/21 PO.No. Date :

State : Telangana State Code 36 D.C.No. 2952

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	-
2)	Hp 12A D/B/C		01	100	100	-

INWARD
Inward No: 150 Dt: 08/07/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

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

Bank Details:

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

Rupees in Words: Three Hundred Fifty Four 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 give agove are true and correct
For *Sai Adhitya Computers*

Authorised Signatory

Purchase Order

 15-07-2021 15:19:24

78633
12.07.21 11:12:23

rom 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	**Doc No**	78633	183038
	Doc Date	08-07-2021	
	Quote No	Nil	
GSTIN 36BTZPA2173DIZN	**Quote Date**	08-07-2021	
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	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 Venkataramana printers
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

Requisition Form

mpany Name:	Modi Properties Pvt Ltd	Date:	08-07-2021
& Phase :	Head office	Time:	
plier		Req. No.	183038
terial required before date:		ID No.	67530

	Description	Size	Quantity	Units	Inward No	Date
	12A Toner refilling		1	No		
	12A wiper		1	No		
	78633					
)						

marks: This is for HO

epared By	Suneel	Approved by	
gn.& Date	08-07-2021	Sign. & Date	

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

APPROVED
15 JUL 2021
~~P. PRABHAKAR~~
Sr. MANAGER PURCHASE