PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	5/8/21	Prepared by:	BHAVANI
PO/WO no.	79360	PO / WO Date.	31/7/21
Supplier Name	Sai Adhitya Computers	PO/WO amount	354
Firm/Company	MPPL	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	588	31/7/21	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	9/8/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Bavani	[signature]					
Date	5/8/21	5/8/21					

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, 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

Invoice No. 588 Invoice Date : 31/7/21 PO.No. Date :
State : Telangana State Code 36 D.C.No. 2971

Mrs. MODI PROPERTIES PVT LTD
Address:
GST IN : 36AABCM4761F1ZM 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 DB/C		01	100	100 :-	0

INWARD
Inward No: 233 Dt: 31/7/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 83033
Date: 4/8
Sign:

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.

(Office Seal)

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

Authorised Signatory

Purchase Order

 04-08-2021 17:01:29

79360
31.07.21 2:18:26

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**	79360	183083
	Doc Date	31-07-2021	
	Quote No	Nil	
	Quote Date	31-07-2021	
	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 *12A*	1.00	200.00	0.00	18.00	236.00
2	3530 - Computers and Peripherals - Toner Magnet - Other - nos *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 Ramakrishna printers
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 : __/__/____

Contact - -

1060

Requisition Form

Company Name:	Modi Properties	Date:	31-07-2021
Site & Phase :	Head office	Time:	
Supplier		Req. No.	183083
Material required before date:		ID No.	68123

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Refilling		1	No		
2	12A magnet		1	No		
3						
4						
5	~~19360~~					
6						
7						
8						
9						
10						

Remarks: This is for ramakrishna printer

Prepared By	Suneel	Approved by	
Sign.& Date	31-07-2021	Sign. & Date	

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

APPROVED
03 AUG 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE