PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	8/9/21	Prepared by:	Monika.
PO/WO no.	80291	PO / WO Date.	1/9/21
Supplier Name	Sai Adhitya computers	PO/WO amount	4131—
Firm/Company	KNM	Project	Ho
Sl. No.		Bill Date	Bill amount
1.	610	1/9/21	4131—
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4131—

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.				□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount B –Other Credits :_	— -
Amount C –Other Debits :_	— -
Amount D (D=A+B-C) – Amount to be credited to the supplier:	4131—
Amount E – PO / WO value:	4131—
Amount F – Difference (A – E):	—

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	13/9/21
Remarks:_	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Monika	[signature]					
Date	8/9/21	8/9/21					

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

TAX INVOICE

- Laser Toners
- Ink Jets
- Ribbons
- Xerox Cartridges

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. 610 Invoice Date : 1/9/21 PO.No. Date :

State : Telangana State Code 36 D.C.No. 2986

Mrs. KADAKIA $ MODI - HOUSING

Address:

GST IN : 36AAHFK8714A1ZJ State Code : 36

Place of Service:

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT Rs.	Ps.
1)	Hp. 12A Refing	8443	01	200	200	0
2)	Hp 12A m/Aig		01	150	150	0

INWARD
Inward No: 339 Dt: 01/9/21
MRN No: Dt:
Received By: Jagmohan Sign:
MODI PROPERTIES

SUMMIT SALES LLP
INWARD
No: 84653
Date: 2/9
Sign:
R.R. DIST.

TOTAL AMOUNT BEFORE TAX :	350	0
ADD : CGST : 9%	31	50
ADD SGST : 9%	31	50
ADD IGST : 18%		
TOTAL AMOUNT AFTER TAX:	413	0

Bank Details:

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

Rupees in Words: Four Hundred Thirteen 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

80291
02.09.21 4:45:18

From Company : **Kadakia and Modi Housing**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAHFK8714A1ZJ

Supplier Details			
Sai Adhitya Computers	**Doc No**	80291	183161
106,1st Floor Kubera Towes,Narayanaguda, Hyd-20	**Doc Date**	01-09-2021	
	Quote No	Nil	
GSTIN 36BTZPA2173DIZN	**Quote Date**	01-09-2021	
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 *12A*	1.00	200.00	0.00	18.00	236.00
2	3522 - Computers and Peripherals - Toner drum - NA - nos *12A*	1.00	150.00	0.00	18.00	177.00
					Total Order Value . . .	**413.00**

Rupees : Four Hundred Thirteen Only.

Terms and Conditions :-

Specification / Brand 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 Cost 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 HO purpose

Completion Date NA

Measurment NA

Security Nil

Remarks

For ***Kadakia and Modi Housing***

Authorised Signatory

03/09/2021

Name :

Contact

Accepted the above Terms And Conditions

For ***Sai Adhitya Computers***

Name :

Date : __/__/____

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Requisition Form

Company Name:	Kadakia & Modi Housing	Date:	01-09-2021
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	183161
Material required before date:		ID No.	68990

No	Description	Size	Quantity	Units	Inward No	Date
1	12a Toner refilling		1	No		
2	12A magnet		1	No		
3						
4						
5	80291					
6						
7						
8						
9						
10						

APPROVED
03 SEP 2021
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: This is for Head office

Prepared By	Suneel	Approved by	
Sign.& Date	01-09-2021	Sign. & Date	

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