PURCHASE DIVISION

Advice for approval for credit to supplier

M e

Date:	27/11/2021	Prepared by:	Sai kiran
PO/WO no.	82748	PO / WO Date.	3/11/21
Supplier Name	Sri Adhitya Computers	PO/WO amount	590
Firm/Company	modi properties LLP	Project	Head office
Sl. No.	Bill No.	Bill Date	Bill amount
1	645	3/11/21	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	29/11/2021
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sai k						
Date	27/11/21						

APPROVED 27 NOV 2021 MINISH PARIKH MANAGER PROCUREMENT

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. 645 Invoice Date : 3/11/21 PO.No. Date :

State : Telangana State Code 36 D.C.No. 2823

Mrs. MODI PORPITES 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 Reling		01	200	200 :	-
2)	Hp 12A New Drum	8443	01	300	300 :	-

INWARD
Inward No: 530 Dt: 03/11/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

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 Thousand Ninty 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

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82748
12.11.21 5:08:07

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	82748	183268
Doc Date	03-11-2021	
Quote No	Nil	
Quote Date	03-11-2021	
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	3522 - Computers and Peripherals - Toner drum - NA - nos *12A*	1.00	300.00	0.00	18.00	354.00
	Rupees : Five Hundred Ninty Only.				**Total Order Value . . .**	**590.00**

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 Site office Laptop purpose
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For ***Modi Properties Pvt.Ltd.***
Authorised Signatory

Name : 24/11/2021
Contact . .

Accepted the above Terms And Conditions
For ***Sai Adhitya Computers***

Name : ______

Date : __/__/____

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Requisition Form

Company Name:	Modiproperties pvt Ltd	Date:	03-11-21
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	183268
Material required before date:		ID No.	70953

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner refiling		1	No		
2	12A Drum		1	No		
3						
4	82748					
5			APPROVED			
6			08 NOV 2021			
7						
8			P. PRABHAKAR Sr MANAGER PURCHASE			
9						
10						

Remarks: This is for site Office laptop

Prepared By	K.Suneel	Approved by	
Sign.& Date	03-11-21	Sign. & Date	

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