PURCHASE DIVISION
Advice for approval for credit to supplier (B)

Date:	21/12/21	Prepared by:	Manju
PO/WO no.	83808	PO / WO Date.	14/12/21
Supplier Name	Rebill Zone	PO/WO amount	472/-
Firm/Company	MPPL	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	3320	14/12/21	472/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			472/-

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:	472/-
Amount E – PO / WO value:	472/-
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	27/12/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Manju	[signature]					
Date	21/12/21	21/12					

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/-

TAX INVOICE

- Laser Toners
- Ink Jets
- Ribbons
- Xerox Cartridges

Refill Zone

The Complete Refilling & Printer Solutions...

Cell: 9908271234

223, 2nd Floor, Kubera Towers, Narayanguda, Hyderabad-500029.

E-mail: refillzone1234@gmail.com

GSTIN No : 36AMEPB3612K1ZD

Invoice No: 3320 Invoice Date : 14/12/21 PO. No. DC No.

State: TELANGANA STATE CODE : 36

Bill to	Shift to:
M/s. MODI PROPERTIES PVT LTD	
Address : Ramgunj	
GSTIN : 36AABCM4761E1ZM STATE CODE : 36	

Sl. No.	Name of Product / Service	HSN Code	QTY	RATE	AMOUNT Rs.	Ps.
1.	Refilling B/T HP-12AT/R	8443	1	200	200	00
2.	Refilling C/T HP-88AT/R		1	200	200	00
3.	INKJET B/R					
4.	INKJET C/R					
5.	Toner Drum/C					
6.	Wiper Blade/c					
7.	Doctor Blade /C					
8.	Others					

INWARD
Inward No: 641 Dt: 14/12/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 88463
Date: 17/12
Sign:

Total Invoice Amount in Words :		
Four Hundred seventy Two Rupees only.	TOTAL AMOUNT BEFORE TAX :	400-00
	ADD : CGST : 9%	36-00
	ADD : SGST : 9%	36-00
	ADD IGST : 18%	/
	TOTAL AMOUNT AFTER TAX :	472/-

Bank Details :
Bank Name : Andhra Bank (Srinivasapuram Br.)
Bank Account Number : 111011100000964
Bank Branch IFSC Code : ANDB0001110

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.

REFILL ZONE 9908271234 HYD 13
(Common Seal)

Certified that the particulars given above are true and correct.

FOR Refill Zone

Authorised Signatory

Purchase Order

 21-12-2021 15:52:07

83808

5:35:00

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			
Refill Zone #223, 2nd floor, Kubera Towers, Naryanguda,Hyderbad-29.	**Doc No**	83808	183337
	Doc Date	14-12-2021	
	Quote No	Nil	
GSTIN 36AMEPB3612K1ZD	**Quote Date**	14-12-2021	
65817414 9908271234	**SupplyType**	Supply	

Kind Attn : Mr.Venki

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	3523 - Computers and Peripherals - Toner refill - NA - nos *88A*	1.00	200.00	0.00	18.00	236.00
					Total Order Value . . .	**472.00**

Rupees : Four Hundred Seventy Two Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Same 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 HO purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

25/12/2021

Name : ____________________

Accepted the above Terms And Conditions

For ***Refill Zone***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	14-12-2021
Site & Phase :	Head office	Time:	
Supplier		Req. No.	183337
Material required before date:		ID No.	72270

No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner refilling		1	No		
2	88A		1	No		
3						
4	83808					
5						
6						
7						
8						
9						
10						

APPROVED
27 DEC 2021
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: This is for Head office

Prepared By	Suneel	Approved by	
Sign.& Date	14-12-2021	Sign. & Date	

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