

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		10/01/22		Prepared by:		Vanaja RHP	
PO/WO no.		84319		PO / WO Date.		04/01/22	
Supplier Name		Sai Adhitya Computers		PO/WO amount		826	
Firm/Company		modi properties Pvt. Ltd		Project		Head office	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	683	4/01/22		826/-			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						826/-	
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN			
1.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B –Other Credits : Transportation charges						-	
Amount C –Other Debits :						-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:						826/-	
Amount E – PO / WO value:						826/-	
Amount F – Difference (A – E): GST-18%						-	
Quantity received as per PO /WO			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)				
Is difference between PO / Bill acceptable?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explained below)				
Excess / short material received			<input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)				
Close PO / W?O			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)				
Advance paid / PDC given (deduct when paying)			<input type="checkbox"/> Yes – Rs. ___/- <input checked="" type="checkbox"/> No				
Payment – due date			17/01/22				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Vanaja		APPROVED				
Date	10/01/22		10 JAN 2022				

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 Toners and Inkjet Cartridges

#106, 1st Floor, Kubera Towers, Narayanaguda, Hyderabad - 20

email : saiadhityacomputers@gmail.com.

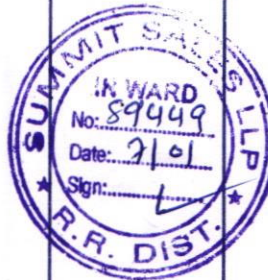
GST : 36BTZPA2173D1ZN

Invoice No. **683** Invoice Date : **4/1/22** PO.No. _____ Date : _____
 State : **Telangana** State Code **36** D.C.No. **6612**

Mrs. **MODI PROPERTIES RUI LID** Place of Service: _____
 Address: _____
 GST IN : **36AABCM4761E1ZM** State Code : **36**

S.No.	DESCRIPTION	HSN Code	QTY	RATE	AMOUNT	
					Rs.	Ps.
1)	HP 12A Refung	8443	02	200	400	00
2)	HP 12A New Drum		01	300	300	00

INWARD
 Inward No: **683** Dt: **04/01/22**
 MRN No: _____ Dt: _____
 Received By: **[Signature]** Sign: **[Signature]**
MODI PROPERTIES



TOTAL AMOUNT BEFORE TAX : **700** : **00**

Bank Details: Bank Name : Mahesh Bank Bank Account Number : 012001200008889 Bank Branch IFSC Code : APMC0000012	ADD : CGST : 9%	63 : 00
	ADD SGST : 9%	63 : 00
	ADD IGST : 18%	
	TOTAL AMOUNT AFTER TAX:	826 : 00

Rupees in Words: **Eight Hundred Twenty Six 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.

SL
 (Office Seal)

Certified that the particulars give above are true and correct
 For **Sai Adhitya Computers**
[Signature]
 Authorised Signatory

Purchase Order



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From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IIInd 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	84319	183355
Doc Date	04-01-2022	
Quote No	Nil	
Quote Date	04-01-2022	
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	2.00	200.00	0.00	18.00	472.00
2 3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	300.00	0.00	18.00	354.00
Total Order Value . . .					826.00


Rupees : Eight Hundred Twenty Six 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
Penalty 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	NA
Measurment	NA
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


10/01/2022

Name : _____

Accepted the above Terms And Conditions

For **Sai Adhitya Computers**

Name : _____

Date : ___/___/___

Requisition Form

Company Name:		Modi Properties Pvt Ltd		Date:		04-01-2022	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		183355	
Material required before date:			ID No.			72663	
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A Toner refilling		1	No			
2	12A Toner drum		1	No			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for Head office							
Prepared By		Suneel		Approved by		10 JAN 2022	
Sign. & Date		04-01-2022		Sign. & Date		MINISH PARIKH MANAGER PROCUREMENT	

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