PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	23/4/22	Prepared by	Manish	Serial no.	3435
Supplier name	vivid world			HO inward no.	
Firm/Company	MMRKLLP	Project	HO	HO received date	
PO/WO date	8/4/22	PO/WO No.	87643	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2318	8/4/22	271/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
Amount A – Bills total (Excluding Transport & Hamali Charges):				271/-

Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:		Proof of delivery matches MRN	☑ 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:	271/-
Amount E – PO / WO value:	271/-
Amount F – Difference (A – E).	–
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment due date	2/5/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manish				
Sign:	Manish				
Date	23/4/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents. Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

M/s. VIVID WORLD

A Complete Solution for all your cartridge needs
Flat No. 503, G2 Block, Indu Aranaya Pallavi Apts., Bandlaguda,
Nagole, Hyderabad – 500 068, Telangana State. Tel : +91-9246215868
GSTIN : 36AVTPS1528D1ZB

TAX INVOICE

Invoice No. : 2318			Transport Mode :
Invoice Date :08/04/2022			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	
Bill to Party			Ship to Party
Address: M/s. MEHTA & MODI REALTY (KOWKOOR) LLP, 5-4-187/3&4, 2ND FLOOR, SOHAM MANSION ,MG RD, SECBAD			GATE PASS NO:6670
GST: 36ABLFM7631F1Z3			GSTIN :
State : TELANGANA	Code		State : / Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
HP 12A LASER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
					230.00	41.40					271.40

INWARD
Inward No: 33 Dt: 08/04/22
MRN No: Dt:
Received By: Sarmarjit Sign:
MODI PROPERTIES

RS.TWO HUNDRED SEVENTY ONE AND FORTY PAISE ONLY.

(RS.271.40)

	230.00
ADD :CGST 9%	20.70
ADD: SGST 9%	20.70
Total Amount After Tax	271.40

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 93602 Date: 23/4 Sign:

Bank Details	
Bank Name	: INDIAN BANk
Branch	: Narayanguda Branch
Bank A/C	: 406746378
Bank IFSC	: IDIB000N015

Common Seal

Certified that the particulars given above are true and correct

For VIVID WORLD

Authorized Signatory

Purchase Order

 22-04-2022 14:21:07 Origina

87643
20.04.22 3:07:37

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB
6682-3161/ 6682-3171 92462-15868

Doc No	87643	183485
Doc Date	08-04-2022	
Quote No	Nil	
Quote Date	08-04-2022	
SupplyType	Supply	

Kind Attn : Mr. Vishal

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	230.00	0.00	18.00	271.40
				Total Order Value . . .		**271.40**

Rupees : Two Hundred Seventy One and Paise Fourty 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	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	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right 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 ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ____________

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Mehta & modi realty kowkoor LLP	Date:	08-04-2022
Site & Phase :	Head Offic	Time:	
Supplier		Req. No.	183485
Material required before date:		ID No.	75530

No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner refilling 87643		1	No		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: This is for HO

Prepared By	Suneel	Approved by	
Sign.& Date	08-04-2022	Sign. & Date	

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