

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: <u>28/4/22</u>		Prepared by: <u>[Signature]</u>		Serial no. <u>3587</u>	
Supplier name: <u>Vivid World</u>		Project:		HO inward no.:	
Firm/Company: <u>NPP2</u>		PO/WO date: <u>20/4/22</u>		HO received date:	
PO/WO No.:		PO/WO No. <u>87777</u>		Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	<u>2327</u>	<u>20/4/22</u>	<u>1,197.70</u>	☒ Yes ☐ No
2.				☒ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 1,197.70

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
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Amount B – Other Credits : Transportation charges

Amount C – Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier: 1,197.70

Amount E – PO / WO value: 1,197.70

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	<u>28/02/22</u>
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	<u>[Signature]</u>				
Sign:	<u>[Signature]</u>				
Date					
Approval limit	<u>Upto 20k</u>	<u>Above 20k</u>	<u>Above 100k</u>	<u>Upto 20k</u>	<u>Above 20k</u>

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 weightment 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.

Purchase Order

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28-04-2022 10:13:24



87777

20.04.22 3:07:38

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

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

Doc No	87777	203006
Doc Date	20-04-2022	
Quote No	Nil	
Quote Date	20-04-2022	
SupplyType	Supply	

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

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	3.00	230.00	0.00	18.00	814.20
2 3522 - Computers and Peripherals - Toner drum - NA - nos 12A	1.00	325.00	0.00	18.00	383.50
Total Order Value . . .					1,197.70

Rupees : One Thousand One Hundred Ninty Seven and Paise Seventy 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
Penalty 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 Head office 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

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Medi Properties Pvt Ltd SSLP		Date:		20-04-2022	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		203006	
Material required before date:						ID No. 75903	
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A toner refilling	3	No				
2	12A toner drum	1	No				
3							
4							
5	87777						
6							
7							
8							
9							
10							
Remarks: This is for Head office purpose							
Prepared By		K.Suneel		Approved by			
Sign. & Date		20-04-2022		Sign. & Date			

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

Requisition Form

Company Name:				Date:			
Site & Phase :				Time:			
Supplier				Req. No.			
Material required before date:						ID No.	
No	Description	Size	Quantity	Units	Inward No	Date	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:							
Prepared By				Approved by			
Sign. & Date				Sign. & Date			

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

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 2327

Transport Mode :

Invoice Date :20/04/2022

Vehicle Number :

Reverse Charge (Y/N) :

Date of Supply :

State : TELANGANA

Code

36

Bill to Party

Ship to Party

Address: M/s. SUMMIT SALES LLP,
5-4-187/3&4, 2ND FLOOR, SOHAM MANSIO, MG ROAD,
SECBAD.

GATE PASS N:6677

GST: 36ACQFS2044C1Z7.

GSTIN :

State : TELANGANA

Co
de

State :

Code

INWARD

Inward No: 65	Dr: 20/1/12
MRN No:	Dr:
Received By: <i>[Signature]</i>	Sign: <i>[Signature]</i>
MODI PROPERTIES	

1015.00

182.70

1197.70

RS. ONE THOUSAND ONE HUNDRED NINTY SEVEN AND SEVENTY PAISE ONLY...

(RS.1197.70)

ADD :CGST 9%	
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1015.00

ADD: SGST 9%

91.35

Total Amount After Tax	
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1197.70

Bank Details

Bank Name :: INDIAN BANK

Branch : Narayanquda 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