PURCHASE DIVISION
Advice for approval for credit to supplier

Date	6/5/22	Prepared by	Manoj	Serial no.	3765
Supplier name	Vivid World			HO inward no.	
Firm/Company	MPPL	Project	HO	HO received date	
PO/WO date	27/4/22	PO/WO No.	88004	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2329	27/4/22	542.80/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A Bills total (Excluding Transport & Hamali Charges):	542.80/-

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:	~~543~~ 543/-
Amount E – PO / WO value:	543/-
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	9/5/22
Remarks	

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Manoj	Prabhakar			
Sign:	Manoj	APPROVED			
Date	6/5/22	06 MAY 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR
MANAGER PURCHASE

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. : 2329	Transport Mode :
Invoice Date :27/04/2022	Vehicle Number :
Reverse Charge (Y/N) :	Date of Supply :
State : TELANGANA Code 36	
Bill to Party	Ship to Party
Address: M/s. MODI PROPERTIES PVT LTD, 5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MG RD , SECBAD.	GATE PASS NO:6681
GST: 36AABCM4761E1ZM	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		02	230.00	460.00	82.80	9%	41.40	9%	41.40	542.80
					460.00	82.80					542.80

INWARD
Inward No: 82 Dt: 28/4/22
MRN No: 10681 Dt:
Received By: Sarnan Sign:
MODI PROPERTIES

RS. FIVE HUNDRED FORTY TWO AND EIGHTY PAISE ONLY

(RS.542.80)

	460.00
ADD CGST 9%	41.40
ADD: SGST 9%	41.40
Total Amount After Tax	542.80

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 94064
Date: 5/5/22
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

 06-05-2022 12:06:47

88004
27.04.22 12:24:11

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			
Vivid World	**Doc No**	88004	203010
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	27-04-2022	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	27-04-2022	
6682-3161/ 6682-3171 92462-15868	**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 HP*	2.00	230.00	0.00	18.00	542.80
		Total Order Value . . .			**542.80**

Rupees : Five Hundred Fourty Two and Paise Eighty 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 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

Name : ______________

Accepted the above Terms And Conditions

For *Vivid World*

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	Modi properties Pvt Ltd	Date:	27-04-2022
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	203010
Material required before date:		ID No.	76121

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner refilling		2	No		
2						
3						
4						
5	88004					
6						
7						
8						
9						
10						

Remarks: This is for Head Office

Prepared By	Suneel	Approved by	
Sign.& Date	27-04-2022	Sign. & Date	

APPROVED
06 MAY 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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