

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 12/5/22		Prepared by: Monu		Serial no. 4011	
Supplier name: Vivid world				HO inward no.	
Firm/Company: MMRKLP		Project: 170		HO received date	
PO/WO date: 7/5/22		PO/WO No. 88189		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	2336	7/5/22	383.50/-	☐ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				383.50/-	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	107144		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:				384/-	
Amount E – PO / WO value:				384/-	
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		16/5/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Monu				
Sign:	Monu				
Date	12/5/22				
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.

GSTIN : 36AVTPS1528D1ZB

ONLY... IN WARD

No: 94337

Date: 11/5

Sign: L

SUMMIT SALES LLP

H.R. DIST.

Purchase Order

Page(s) 1 Of 1

12-05-2022 13:25:20

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



88189

27.04.22 12:24:12

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

Doc No	88189	203016
Doc Date	07-05-2022	
Quote No	Nil	
Quote Date	07-05-2022	
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 Richo tonner	1.00	325.00	0.00	18.00	383.50
Total Order Value . . .					383.50

Rupees : Three Hundred Eighty Three and Paise Fifty 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 **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Mehta & Modi Realty Kowkooor LLP		Date:		07-05-2022	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		203016	
Material required before date:			ID No.			76322	
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A Toner refilling		1	No			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for Head Office							
Prepared By		Suneel		Approved by			
Sign. & Date		07-05-2022		Sign. & Date			



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