

PURCHASE DIVISION
Advice for approval for credit to supplier

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Date: 12/5/22		Prepared by: <i>[Signature]</i>		Serial no. 4015	
Supplier name: <i>Vivid world</i>		Project: <i>HO</i>		HO inward no.:	
Firm/Company: <i>MPP L</i>		PO/WO No. 88186		HO received date:	
PO/WO date: 7/5/22		Scan ID:			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2334	7/5/22	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.: 107148	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		16/5/22
Remarks:		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	<i>[Signature]</i>				
Sign:	<i>[Signature]</i>				
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.

Purchase Order

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12-05-2022 14:36:38



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From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

88186
27.04.22 12:24:12

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

Doc No	88186	203014
Doc Date	07-05-2022	
Quote No	Nil	
Quote Date	07-05-2022	
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	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

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 H O 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 (Mayflower Platinum)		Date:		07-05-2022		
Site & Phase :		Head Office		Time:				
Supplier				Req. No.		203014		
Material required before date:					ID No.			76325
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 HO								
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.

