

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 19/5/22		Prepared by: [Signature]		Serial no. 9127																															
Supplier name: Virid world				HO inward no.																															
Firm/Company: SSKHP		Project: Ho		HO received date																															
PO/WO date: 16/5/22		PO/WO No. 88411		Scan ID.																															
Sl no.	Bill no.	Bill date	Bill amount	Original attached																															
1.	2342	16/5/22	926.30/-	☐ Yes ☐ No																															
2.				☐ Yes ☐ No																															
3.				☐ Yes ☐ No																															
4.				☐ Yes ☐ No																															
Amount A – Bills total (Excluding Transport & Hamali Charges): 926.30/-																																			
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report																																			
MRN nos.:	107377		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:																																			
Amount E – PO / WO value: 926/-																																			
Amount F – Difference (A – E): 926/-																																			
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: 23/5/22																																			
Remarks:																																			
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>MD</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Name:</td> <td>[Signature]</td> <td>[Signature]</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sign:</td> <td>[Signature]</td> <td>[Signature]</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>19/5/22</td> <td>20 MAY 2022</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Approval limit</td> <td>Upto 20k</td> <td>Above 20k</td> <td>Above 100k</td> <td>Upto 20k</td> <td>Above 20k</td> </tr> </table>						Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager	Name:	[Signature]	[Signature]				Sign:	[Signature]	[Signature]				Date	19/5/22	20 MAY 2022				Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager																														
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Date	19/5/22	20 MAY 2022																																	
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 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

Page(s) 1 Of 1

19-05-2022 15:02:37

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7



27.04.22 12:24:14

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

Doc No	88411	203020
Doc Date	16-05-2022	
Quote No	Nil	
Quote Date	16-05-2022	
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 HP12A	2.00	230.00	0.00	18.00	542.80
2 3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
Total Order Value . . .					926.30

Rupees : Nine Hundred Twenty Six and Paise Thirty 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 **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Name : _____

Date : __/__/__

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 2342			Transport Mode :
Invoice Date :16/05/2022			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

GATE PASS NO:6694

GSTIN :

Code

INWARD

Inward No: 127	Date: 16/6/12
MRN No: 107317	Dr:
Received By: <i>Jamshed</i>	Sign: <i>[Signature]</i>
MODI PROPERTIES	

ONLY...

SUNMIT SALES LLP
IN WARD
No: 94569
Date: 1915
Sign: L
P. R. DIST.

705.00

70.65

70.65

926.30

Certified that the particulars given above are true and correct

Authorized Signatory

Requisition Form

Company Name:		Modi Properties Pvt Ltd		Date:		16-05-2022	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		203021	
Material required before date:				ID No.		76501	
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 H/O							
Prepared By		Suneel		Approved by			
Sign. & Date		16-05-2022		Sign. & Date			

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

