PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/5/22	Prepared by	Manoj	Serial no.	4088
Supplier name	vivid world			HO inward no.	4277
Firm/Company	MPPL	Project	Ho	HO received date	
PO/WO date	16/5/22	PO/WO No.	88410	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2343	16/5/22	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.: 1073781	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/-
Amount E – PO / WO value:	548/-
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	23/5/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj				
Sign:	Manoj	APPROVED 20 MAY 2022 MINISH PARIKH MANAGER PROCUREMENT			
Date	19/5/22				
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

 19-05-2022 15:02:37

88410
27.04.22 12:24:14

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
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB
6682-3161/ 6682-3171 92462-15868

Doc No	88410	203021
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
					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 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 : 20/05/2022

Accepted the above Terms And Conditions
For *Vivid World*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP	Date:	16-05-2022
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	203020
Material required before date:		ID No.	7649 76500

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner refilling		2	No		
2	12A Toner drum		1	No		
3	88411					
4						
5						
6						
7						
8						
9						
10						

Remarks: This is for Head Office

APPROVED
20 MAY 2022
MINISH PARIKH
MANAGER PROCUREMENT

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.

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. : 2343			Transport Mode :
Invoice Date :16/05/2022			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:6694
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: 126 Dt: 16/5/22
MRN No: 1013778
Received By: Sai Mani Sign:
MODI PROPERTIES

RS. FIVE HUNDRED FORTY TWO AND EIGHTY PAISE ONLY...		460.00
(RS.542.80)	70.65	41.40
	ADD: SGST 9%	41.40
	Total Amount After Tax	542.80

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 94568
Date: 19/5
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