

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 8/6/22		Prepared by: <i>[Signature]</i>		Serial no.	
Supplier name: Virid world				HO inward no.	
Firm/Company: MPPC		Project: HO		HO received date	
PO/WO date: 2/6/22		PO/WO No. 89076		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2359	2/6/22	271.40/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 271.40/-

Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	<i>[Signature]</i>	Proof of delivery matches MRN	☒ Yes ☐ No
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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: 12/6/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	<i>[Signature]</i>	<i>[Signature]</i>			
Sign:	<i>[Signature]</i>	<i>[Signature]</i>			
Date:	8/6/22	08 JUN 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 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.

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 2359			Transport Mode :
Invoice Date :02/06/2022			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Bill to Party

Address: M/s. MODI PROPERTIES PVT LTD,
5-4-187/3&4, 2ND FLOOR, SOHAM MANSION , MGRD , SECBAD.

Ship to Party

GATE PASS NO:2907

GST:36AABCM4761E1ZM

GSTIN :

State : TELANGANA

Co

State :

Code

INWARD	
Inward No: 173	Dt: 26/12
MRN No:	DE:
Received By: <i>Lamaroite</i>	Sign: 
MODI PROPERTIES	

RS. TWO HUNDRED SEVENTY ONE AND FORTY PAISE ONLY...

(RS.271.40)

70.65

ADD: SGST 9%

Total Amount After Tax

Bank Details

Bank Name	: INDIAN BANK
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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

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08-06-2022 17:41:42



07.06.22 12:13:53

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IIInd 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	89076	203033
Doc Date	02-06-2022	
Quote No	Nil	
Quote Date	02-06-2022	
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	1.00	230.00	0.00	18.00	271.40
Rupees : Two Hundred Seventy One and Paise Fourty Only.					
Total Order Value . . .					271.40

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 HO 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:		02-06-2022	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		203033	
Material required before date:			ID No.			77004	
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		02-06-2022		Sign. & Date			

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