

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 25/8/22		Prepared by: Sneh		Serial no. 7544	
Supplier name: Vivid world				HO inward no.	
Firm/Company: MPL		Project: MPL		HO received date	
PO/WO date: 17/8/22		PO/WO No. 91218		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	2413	17/8/22	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.:			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:				271.40/-	
Amount E – PO / WO value:				271.40/-	
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		29/8/22			
Remarks: final bill -					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Sneh	Venkat			
Sign:					
Date	25/8/22	APPROVED 29 AUG 2022 VENKATESHWARLU MANAGER PURCHASE			
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.

R1ZPA 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

Invoice No. : 2413			Transport Mode :
Invoice Date :17/08/2022			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

A circular purple ink stamp from Summit Sales Ltd. The outer ring contains the text "SUMMIT SALES LTD." at the top and "R.R. DIST." at the bottom, separated by two stars. In the center, the words "IN WARD" are printed. Handwritten in black ink are the number "98163" over the word "No.", the date "23/8/20" over the word "Date:", and a stylized signature "L" over the word "Sign:".

Purchase Order

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23-08-2022 16:01:23



91218

17.08.22 12:59:50

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	91218	203090
Doc Date	17-08-2022	
Quote No	Nil	
Quote Date	17-08-2022	
SupplyType	Supply	

Kind Attn : Mr. Vishal

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 244200 - COMP-Peripherals - Laser Toner-Refilling-HP - 12A - 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 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

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Name : _____

Date : __/__/__

Requisition Form									
Company Name:		Modi Properties Pvt Ltd							
Site & Phase :		HO							
Flat/Block no.									
Supplier:									
Material required before date:									
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date			
1	COMP2442-Peripherals-Laser Toner-Refilling-HP-12A-Nos	1	0	1					
2									
3									
4									
5									
6									
7									
8									
9									
10									
Remarks:		This is for HO							
		Project Manager		Purchase		MD			
Prepared By:		Suneel							
Approved By:									
Sign & Date:									