

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

|  |                               |   |  |  |                  |
|--|-------------------------------|---|--|--|------------------|
| Date: 26/8/22  |                               | Prepared by: Sneh   | Serial no.:  | 7362   |                  |
| Supplier name: <u>Wind world</u>   |                               | HO inward no.:  |  |  |                  |
| Firm/Company: MPL  | Project: MPL                  | HO received date:   |  |  |                  |
| PO/WO date: 22/8/22  | PO/WO No.:                    | 91275   | Scan ID.:  |  |                  |
| SI no.   | Bill no.                      | Bill date   | Bill amount  | Original attached  |                  |
| 1.   | 2416                          | 22/8/22   | 271.40/-   | <input type="checkbox"/> Yes <input type="checkbox"/> No |                  |
| 2.   |                               |   |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |                  |
| 3.   |                               |   |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |                  |
| 4.   |                               |   | /  | <input type="checkbox"/> Yes <input type="checkbox"/> No |                  |
| Amount A – Bills total (Excluding Transport & Hamali Charges):   |                               |   | 271.40/-   |  |                  |
| Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report |                               |   |  |  |                  |
| MRN nos.:  | Proof of delivery matches MRN |   | <input type="checkbox"/> Yes <input type="checkbox"/> 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):   |                               |   | 271.40/-   |  |                  |
| Quantity received as per PO / WO   |                               | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received |  |  |                  |
| Close PO / WO  |                               | <input type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other   |  |  |                  |
| Payment – due date   |                               | 29/8/22   |  |  |                  |
| Remarks: <u>Final bill -</u>   |                               |   |  |  |                  |
| Approved by  | Purchase Officer              | Purchase Manager  | M D  | Accountant   | Accounts Manager |
| Name:  | Sneh                          | <u>V. Venkateshwarlu</u>  |  |  |                  |
| Sign:  | <u>S</u>                      | <u>V. Venkateshwarlu</u>  |  |  |                  |
| Date   | 26/8/22                       | <b>APPROVED</b><br>29 AUG 2022  |  |  |                  |
| Approval limit   | Upto 20k                      | Above 20k   | Upto 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

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24-08-2022 16:09:40



91275

17.08.22 12:59:51

y

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

|                   |            |        |
|-------------------|------------|--------|
| <b>Doc No</b>     | 91275      | 203088 |
| <b>Doc Date</b>   | 22-08-2022 |        |
| <b>Quote No</b>   | Nil        |        |
| <b>Quote Date</b> | 22-08-2022 |        |
| <b>SupplyType</b> | 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        |
| <b>Total Order Value . . .</b>                                     |      |        |      |       | <b>271.40</b> |

Rupees : Two Hundred Seventy One and Paise Fourty Only.

## Terms and Conditions :-

|                          |  |
|--------------------------|--|
| <b>Specification /</b>   | As per details given in the quotation  |
| <b>Payment Terms</b>     | After Delivery & Production of bill  |
| <b>Tax</b>               | All taxes included in above price.   |
| <b>Delivery Date</b>     | Same Day   |
| <b>Delivery Location</b> | Head Office<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>Phone. 040-66335551  |
| <b>Penalty For Delay</b> | Nil  |
| <b>Transportation</b>    | Included in the above price.   |
| <b>Warranty</b>          | Nil  |
| <b>Advance Paid</b>      | Nil  |
| <b>Other Terms</b>       | We reserve the right items not conforming to quality and specifications. Above order for HO Purpose.   |
| <b>Completion Date</b>   | Nil  |
| <b>Measurment</b>        | Nil  |
| <b>Security</b>          | Nil  |
| <b>Remarks</b>           | 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 :

*Vishal*  
25/8

Accepted the above Terms And Conditions

For **Vivid World**

Name :

Date : \_/\_/\_\_\_

| Requisition Form               |  |   |  |                       |  |                 |  |             |  |
|--------------------------------|--|---|--|-----------------------|--|-----------------|--|-------------|--|
| Company Name:                  |  | Modi Properties Pvt Ltd   |  |                       |  |                 |  |             |  |
| Site & Phase :                 |  | HO  |  |                       |  |                 |  |             |  |
| Flat/Block no.                 |  |   |  |                       |  |                 |  |             |  |
| Supplier:                      |  |   |  |                       |  |                 |  |             |  |
| Material required before date: |  | 203088  |  |                       |  |                 |  |             |  |
| S No                           |  | 78987   |  |                       |  |                 |  |             |  |
| Item                           |  |   |  |                       |  |                 |  |             |  |
| 1                              |  | Qty required  |  | Qty available at site |  | Order Qty       |  | Inward No   |  |
| 2                              |  | 1   |  | 0                     |  | 1               |  |             |  |
| 3                              |  |   |  |                       |  |                 |  |             |  |
| 4                              |  |   |  |                       |  |                 |  |             |  |
| 5                              |  |   |  |                       |  |                 |  |             |  |
| 6                              |  |   |  |                       |  |                 |  |             |  |
| 7                              |  |   |  |                       |  |                 |  |             |  |
| 8                              |  |   |  |                       |  |                 |  |             |  |
| 9                              |  |   |  |                       |  |                 |  |             |  |
| 10                             |  |   |  |                       |  |                 |  |             |  |
| Remarks:                       |  | This is for HO  |  |                       |  |                 |  |             |  |
| Prepared By:                   |  | Engineer  |  | sunel                 |  | Project Manager |  | Purchase MD |  |
| Approved By:                   |  | <div style="border: 2px solid blue; padding: 5px; text-align: center;"> <b>APPROVED</b><br/> <b>25 AUG 2022</b><br/> <b>P. VENKATESHWARLU</b><br/> <b>MANAGER PURCHASE</b> </div> |  |                       |  |                 |  |             |  |
| Sign & Date:                   |  |   |  |                       |  |                 |  |             |  |

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