

PURCHASE DIVISION
Advice for approval for credit to supplier

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Date: 7/9/22		Prepared by: kavitha		Serial no. 7972	
Supplier name: M/s vivid world				HO inward no.	
Firm/Company: MPPL		Project: HO		HO received date	
PO/WO date: 6/8/22		PO/WO No. 90994		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2400	6/8/22	2711-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 2711-

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

MRN nos.: Inward no - 360	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: 2711-

Amount E – PO / WO value: 2711-

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: 12/9/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	kavitha	Bakker			
Sign:	7/9/22	[Signature]			
Date					
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

[illegible]

Purchase Order

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13-08-2022 16:45:36

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM



29.07.22 12:09:37

Supplier Details			
Vivid World 204, Kubera Towers, Narayanaguda, Hyderabad. GSTIN 36AVTPS1528D1ZB 6682-3161/ 6682-3171 92462-15868		Doc No	90994 203077
		Doc Date	06-08-2022
		Quote No	Nil
		Quote Date	06-08-2022
		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

Name : _____

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Date : ____/____/____

Requisition Form													
Company Name:		Modi Properties Pvt Ltd		Date:	2022-08-11								
Site & Phase :		HO		Time:									
Flat/Block no.													
Supplier:				Req. No.	203077								
Material required before date:				ID No.	78827								
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:													
Engineer		Project Manager		APPROVED		MD							
Prepared By:		Suncel		18 AUG 2022									
Approved By:		HO		MINISH DARIKH									
Sign & Date:				MANAGER PROCUREMENT									