

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		30/10/22		Prepared by	Minish		Serial no.	9982			
Supplier name		Vivid World				HO inward no.					
Firm/Company		MPPL		Project	H0		HO received date				
PO/WO date		15/9/22		PO/WO No.	91994		Scan ID.				
Sl no.	Bill no.			Bill date		Bill amount		Original attached			
1.	2429			08/9/22		543/-		☒ Yes ☐ No			
2.								☐ Yes ☐ No			
3.						/		☐ Yes ☐ No			
4.								☐ Yes ☐ No			
Amount A – Bills total (Excluding Transport & Hamali Charges):								5.43/-			
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:								543/-			
Amount E – PO / WO value:								543/-			
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				7/11/22							
Remarks: final bill											
Approved by		Purchase Officer		Purchase Manager		M D		Accountant		Accounts Manager	
Name: Asha		Asha Jyothi									
Sign:		Asha									
Date		31/10/22									
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.

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. : 2429			Transport Mode :
Invoice Date :08/09/2022			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Authorized Signatory

Purchase Order

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16-09-2022 10:41:42 AM

Original / Office Copy / Purchase Div.Copy

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	91994	203104
Doc Date	15-09-2022	
Quote No	NIL	
Quote Date	08-09-2022	
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	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

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		Date: 2022-09-08			
Site & Phase :		HO		Time:			
Unit No./Block No.							
Supplier:				Req. No. 203104			
Material required before date:				ID No. 79674			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	COMP2442-Peripherals-Laser Toner-Refilling-HP-12A-Nos	2	0	2			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:		This is for HO					
Prepared By:		Engineer		Project Manager	Purchase	MD	
Approved By:		Suneel					
Sign & Date:							