

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 22-11-22		Prepared by: S. Jyotsna		Serial no. 10716	
Supplier name: Vivid world				HO inward no.	
Firm/Company: MMRK		Project: H.O		HO received date	
PO/WO date: 21-11-22		PO/WO No. 94200		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2484	11-11-22	654.90/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 654.90/-

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

MRN nos.: 114119	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: 654.90/-

Amount E – PO / WO value: 654.90/-

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: 28-11-22

Remarks: Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Upto 20k	Above 100k	Upto 20k	Above 20k

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22 NOV 2022

MINISH PARIKH

MANAGER PROCUREMENT

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.

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 2484			Transport Mode :
Invoice Date :11/11/2022			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	
Bill to Party			Ship to Party
Address: M/s .MEHTA & MODI REALTY (KOWKOOR) LLP, 5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MG RD, SECBAD			GATE PASS NO:6719
GST: 36ABLFM7631F1Z3			GSTIN :

State : TELANGANA	Co	State :	Code
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[illegible]

(RS.654.90)

ADD: CGST 9%	49.95
ADD: SGST 9%	49.95
Total Amount After Tax	654.90

Bank Details			Certified that the particulars given above are true and correct For VIVID WORLD  Authorized Signatory
Bank Name	: INDIAN BANK		
Branch	: Narayanguda Branch		
Bank A/C	: 406746378		
Bank IFSC	: IDIB000N015	Common Seal	



Purchase Order

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21-11-2022 4:39:29 PM

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500
G S T No. : 36ABLFM7631F1Z3



94200

16.11.22 3:05:32

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

Doc No 94200 203159**Doc Date** 21-11-2022**Quote No** Nil**Quote Date** 07-11-2022**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
2 992900 - COMP-Peripherals - Laser Toner-Drum-HP - 12A - Nos	1.00	325.00	0.00	18.00	383.50

Total Order Value . . . 654.90

Rupees : Six Hundred Fifty Four and Paise Ninty 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 **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Date : ____/____/____

Requisition Form		Mehta & Modi Realty Kowkooor LLP		Date:	2022-11-07		
Company Name:		HO		Time:			
Site & Phase :							
Unit No./Block No.				Req. No.	203159		
Supplier:				ID No.	81412		
Material required before date:							
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	COMP3485-Peripherals-Laser Toner-Refilling-HP-12A-Nos	1	0	1			
2	COMP4047-Peripherals-Laser Toner-Drum-HP-12A-Nos	1	0	1			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:		This is for HO					
		Engineer		Project Manager			MD
Prepared By:		Suneel					
Approved By:							
Sign & Date:							

P.O. No. 942020

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