

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 17/04/23		Prepared by V. RAVI		Serial no. 16401	
Supplier name Vivid World				HO inward no.	
Firm/Company MPPL		Project MPL		HO received date	
PO/WO date 20/2/23		PO/WO No. 97282		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	2558	21/02/23	1200 - 00	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):					
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	117632		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:				1200 - 00	
Amount E – PO / WO value:				450 - 00	
Amount F – Difference (A – E):				750 - 00	
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		18/4/23.			
Remarks: find bill & close this Po.					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		17/4/23			
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.



Form for closure of purchase order

PO no.:	97282	PO date:	20/2/2023	Req. no.:	178960	Advice Scan ID	
Barcoded PO available	☒ Y/ ☐ N	Invoice original available	☒ Y/ ☐ N	Copy available	☒ Y/ ☐ N	POD available	☒ Y/ ☐ N
Data required from site/engineers:							
MRN nos. related to PO	117632						
☐ Part material received.	☒ Full material received.			☐ Material not received.			
☐ Close PO – Balance material will be re-ordered by new requisition.							
☐ Cancel PO. Material not required.		☐ Cancel PO. Material will be re-ordered by new requisition					
☐ Keep PO open. Material required.		☐ Keep PO open. Work under progress.					
Remarks by engineer: Full Material received. Inward No:- 24282/21-2-23							
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.							
Prepared by:	Rajen	Sign:	Rajen	Date:	10/4/23.		
Data required from accounts:							
☐	Checked with E&D for receipt of bills.						
☒ Bills not received against this PO.	☐ Part bill received against this PO.		☐ All bills received against this PO.				
☐ Advance paid against this PO	Amount paid:		Date of payment:				
Details of part bill received:							
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier			
1.							
2.							
3.							
Remarks by Accountants:							
Prepared by:	Sanguetha	Sign:	Sanguetha	Date:	11/4/23		
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.							
Prepared by:		Sign:		Date:			
Remarks by Ravi + details of bills to be approved:							
Sl. No.	Bill no.	Bill date	Bill amount	MRN no.			
1.	2558	21/02/23	1200.00	117632			
2.							
3.							
Remarks: Need MD's approval to get certified true copy.							
Prepared by:	Ravi	Sign:	Ravi	Date:	13/4/23		
Advice by MD - action to be taken.							
☒	Get certified bill from supplier (not original).			☐ Prepare bill in SSLP for material supplied.			
☒	Thereafter, prepare advice for credit to supplier and send to Soham for processing.						
☒	Close PO		☐	Keep PO open. Material awaited			
☐	Accounts to be reconciled with supplier. Get supplier's ledger.						
Remarks:							
Approved by:	Soham	Sign:		Date:			

APPROVED BY
17 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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Original / Office Copy / Purchase Div.COPY

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			
	Doc No	97287	178960
	Doc Date	20-02-2023	
	Quote No	Nil	
		Quote Date	17-02-2023
		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	225.00	0.00	0.00	450.00
Total Order Value . . .					450.00

Rupees : Four Hundred Fifty 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 May Flower Platinum

Sy 82/1, Mallapur, Nacharam.

Phone: 7680971999

Penalty For Delay Nil

Transportation Included in the above price.

Warranty Nil

For **Modi Properties Pvt.Ltd.**
Authorised Signatory

Accepted the above Terms And Conditions
For **Vivid World**

Name : _____

Name : _____

Date : __/__/__

Purchase Order

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Original / Office Copy / Purchase Div.COPY

Advance Paid

Nil

Other Terms

We reserve the right items not conforming to quality and specifications. Above order for site office use work Purpose.

Completion Date

Nil

Measurement

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 : / /

A 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

Invoice No. : 2558	Transport Mode :
Invoice Date : 21 /02/2023	Vehicle Number :
Reverse Charge (Y/N) :	Date of Supply :
State : TELANGANA	Ship to Party
Bill to Party	GATE PASS NO: 3910
Address: M/s . MODI PLATINUM PVT LTD (MALLAPUR SITE), MODI PROPERTIES PVT LTD, 5-4-187/3&4, 2ND FLOOR, SOHAM ,MANSION, MG ROAD, SECBAD.	94287
	Code

[illegible]

(RS.1200.00)

Bank Details	
Bank Name	: INDIAN BANK
Branch	: Narayanguda Branch
Bank A/C	: 406746378
Bank IFSC	: IDIB000N015

Common Seal

Certified that the particulars given above are true and correct.

For **WILD WORLD**

 Authorized Signatory

WARD
Inward No 24262 Date 21-12-88
MRN No: 117632
Received by: [Signature]

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"TRUE COPY"