

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		06/5/20		Prepared by:		V. Parali	
PO/WO no.		66876		PO / WO Date.		18/3/20	
Supplier Name		vivid world		PO/WO amount		3841-	
Firm/Company		modi properties pvt ltd.		Project		MPPH	
Sl. No.	Bill No.			Bill Date	Bill amount		
1	1652			18/3/20	3841-		
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						3841-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	-	-	634	☒ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
4.				☐ 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:						3841-	
Amount E – PO / WO value:						3841-	
Amount F – Difference (A – E):						-	
Quantity received as per PO /WO			☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)				
Is difference between PO / Bill acceptable?			☒ Yes ☐ No (explained below)				
Excess / short material received			☐ Approved – within acceptable limits ☐ No (explained below)				
Close PO / W?O			☒ Yes ☐ No – wait for balance material ☐ No (explained below)				
Advance paid / PDC given (deduct when paying)			☐ Yes – Rs. _____ /- ☒ No				
Payment – due date			9/5/2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	06/5/20	6/5/20			09/05/20		

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DGs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

PO
66876.

Flat No. 503, G2 Block, Indu Aranaya Pallavi Apts., Bandlaguda,
Nagole, Hyderabad – 500 068, Telangana State. Tel : +91-9246215868

TAX INVOICE

[illegible]

Purchase Order

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21-03-2020 14:42:40



py

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

66876
16.03.20 3:39:25

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

Doc No	66876	16140
Doc Date	18-03-2020	
Quote No	Nil	
Quote Date	18-03-2020	
SupplyType	Supply	

Kind Attn : Mr. Vishal

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3523 - Computers and Peripherals - Toner refill - NA - nos Richo	1.00	325.00	0.00	18.00	383.50
Total Order Value . . .					383.50

Rupees : Three Hundred Eighty Three and Paise Fifty Only.

Terms and Conditions :-

Specification / Brand	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, IInd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penalty For Delay	Nil
Transportation Cost	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 office use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

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		18-03-2020	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		16140	
Material required before date:					ID No.		56529

No	Description	Size	Quantity	Units	Inward No	Date
1	Ricoh Toner refilling		1	No		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: This is for Ashaiya

Prepared By	Suneel	Approved by	
Sign.& Date	18-03-2020	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.