PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	5|8|20	Prepared by:	HEMENDRA
PO/WO no.	69327	PO / WO Date.	20|7|20
Supplier Name	vivid world	PO/WO amount	383
Firm/Company	KNM	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1757	20|7|20	383
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			383

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.				□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount B –Other Credits :	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	383
Amount E – PO / WO value:	383
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	**14.8.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	5|8|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 DCs 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/-

M/s. VIVID WORLD

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

GSTIN : 36AVTPS1528D1ZB

PO 69327

TAX INVOICE

Invoice No. : 1757			Transport Mode :
Invoice Date : 20/07/2020			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Bill to Party	Ship to Party
Address: M/S.KADAKAI AND MODI HOUSING, 5-4-187/3&4 , 2ND FLOOR , SOHAM MANSION, MG ROAD, SECBAD.	GATE PASS NO:1174
GST: 36AAHFK8714A1ZJ	GSTIN.:
State : TELANGANA Code	State : Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
RICOH LASER TONER REFILLING	3707		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
					325.00	58.50					383.50

INWARD
Inward No: 2918 Dt: 20/07/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

	325.00
ADD :CGST 9%	29.25
ADD: SGST 9%	29.25
Total Amount After Tax	383.50
GST on Reverse Charge	

RS. THREE HUNDRED EIGHTY THREE AND FIFTY PAISE ONLY.
(RS.383.50)

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 VIVID WORLD

Authorized Signatory

MODI PROPERTIES PVT. LTD. INWARD No. 67991 Date 4/8 Sign SEC'BAD

Purchase Order

 31-07-2020 14:29:56

69327
31.07.20 12:25:04

From Company : **Kadakia and Modi Housing**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAHFK8714A1ZJ

Supplier Details			
Vivid World 204, Kubera Towers, Narayanaguda, Hyderabad. **GSTIN** 36AVTPS1528D1ZB 6682-3161/ 6682-3171 92462-15868	**Doc No**	69327	16377
	Doc Date	20-07-2020	
	Quote No	Nil	
	Quote Date	20-07-2020	
	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 *12A*	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, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality 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 site HO use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Kadakia and Modi Housing***

Authorised Signatory

31/07/2020

Name : _____

Accepted the above Terms And Conditions

For ***Vivid World***

Name : _____

Date : __/__/____

Requisition Form

Company Name:	Kadakia & Modi Housing	Date	20-07-2020
Site / Phase :	site office	Time:	
Supplier		Req. No.	16377
Material required before date:		ID No.	58895

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

PO 69327

APPROVED 31 JUL 2020 MANISH PARIKH MANAGER PROCUREMENT

Remarks: This is for site

Prepared By	Suneel	Approved by	
Sign.& Date	20-07-2020	Sign. & Date	

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