

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 5/8/20		Prepared by: HEMENDRA	
PO/WO no. 69328		PO / WO Date. 13/7/20	
Supplier Name Virid uned		PO/WO amount	
Firm/Company MPPL		Project MPPL-H0	
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1747	13/7/20	543-00
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			543-00
Sl. No.	DC No	DC. Date	MRN No.
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:			543-00
Amount E – PO / WO value:			543-00
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
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date			

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/-

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

PO
69328

[illegible]

Purchase Order

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31-07-2020 14:29:56



69328

31.07.20 12:25:04

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	69328	16374
Doc Date	13-07-2020	
Quote No	Nil	
Quote Date	13-07-2020	
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	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 / 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
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 site HO use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

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:		13-07-2020		
Site & Phase :		Head Office		Time:				
Supplier				Req. No.		16374		
Material required before date:					ID No.			58894

No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner refilling		2	No		
2						
3						
4						
5						
6						
7						
8						
9						
10						

PO
62328

APPROVED
 21 JUL 2020
 MINISH PARIKH
 MANAGER PROCUREMENT

Remarks: This is for Aruna & Shivanand

Prepared By	Suneel	Approved by	
Sign.& Date	13-07-2020	Sign. & Date	

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