PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	07/10/2020	Prepared by:	T.D. Murthy
PO/WO no.	70797	PO / WO Date.	28/09/2020
Supplier Name	Vivid World	PO/WO amount	Rs. 1,003/-
Firm/Company	Kadakia & Modi Housing	Project	Bloomdale
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1828	21/09/2020	Rs. 1,003/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 1,003/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	1828	21/09/2020	-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits :	-
Amount C –Other Debits : -	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	Rs. 1,003/-
Amount E – PO / WO value:	Rs. 1,003/-
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	**10/10/2020**
Remarks: -	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 07 OCT 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	7/10/20	7/10					

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

70797

TAX INVOICE

Invoice No. : 1828			Transport Mode :
Invoice Date : 21/09/2020			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	
Bill to Party			Ship to Party
Address: M/S.KADAKAI & MODI HOUSING, 5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MG ROAD , SECBAD.			GATE PASS NO:2175
GST: 36AAHFK8714A1ZJ..			GSTIN :
State : TELANGANA	Code		State : / Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST RATE	CGST AMT	SGST RATE	SGST AMT	TOTAL
RICOH LASER TONER REFILLING	3707		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
RICOH LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
RICOH LASER TONER CHIP	8443		01	200.00	200.00	36.00	9%	18.00	9%	18.00	236.00
					850.00	153.00					1003.00

INWARD
Inward No: 491 Dt: 21/09/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

		850.00
RS. ONE THOUSAND AND THREE ONLY. (RS.1003.00)	ADD :CGST 9%	76.50
	ADD: SGST 9%	76.50
	Total Amount After Tax	1003.00
	GST on Reverse Charge	

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 69808 Date 21/9 Sign.

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

VIVID WORLD Hyderabad Narayanaguda

Authorized Signatory

Purchase Order

 28-09-2020 14:45:44

70797
21.09.20 12:59:16

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	**Doc No**	70797	16518
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	28-09-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	28-09-2020	
6682-3161/ 6682-3171 92462-15868	**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	1.00	325.00	0.00	18.00	383.50
2	3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
3	3530 - Computers and Peripherals - Toner Magnet - Other - nos *Chip*	1.00	200.00	0.00	18.00	236.00
					Total Order Value . . .	**1,003.00**

Rupees : One Thousand Three 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
Penality 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 site
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Kadakia and Modi Housing***

Authorised Signatory

29/09/2020

Name : ____________________

Contact ...

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Kadakia & modi Housing	Date:	21-09-2020
Site & Phase :	Site Office	Time:	
Supplier		Req. No.	16518
Material required before date:		ID No.	60297

No	Description	Size	Quantity	Units	Inward No	Date
1	Ricoh Toner refilling		1	No		
2	Ricoh toner drum		1	No		
3	Ricoh Toner chip		1	No		
4	70797					
5						
6						
7						
8						
9						
10						

Remarks: This is for site printer

APPROVED
29 SEP 2020
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	Suneel	Approved by	
Sign.& Date	21-09-2020	Sign. & Date	

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