

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 07/10/20		Prepared by: Keerthi	
PO/WO no. 70901		PO / WO Date. 30/09/2020	
Supplier Name Vivid world		PO/WO amount 271.40/-	
Firm/Company Modi properties Pvt. Ltd		Project Head office	
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1832	24/09/20	271.40/-
2.			
3.			
4.			
Amount A - Bills total(Excluding Transport & Hamali Charges):			271.40/-
SL No.	DC No	DC. Date	MRN No. DC matches MRN
1.	1832	24/09/20	☒ 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:			271.40/-
Amount E - PO / WO value:			271.40/-
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 / WO		☒ Yes ☐ No - wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes - Rs. ___/- ☒ No	
Payment - due date		12/10/20	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign: Keerthi			
Date: 07/10			

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

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

TAX INVOICE

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Purchase Order

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30.09.20 4:15:38

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, II nd 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	70907	16529
	Doc Date	30-09-2020	
	Quote No	Nil	
	Quote Date	30-09-2020	
	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	1.00	230.00	0.00	18.00	271.40
Total Order Value . . .					271.40
Rupees : Two Hundred Seventy One and Paise Fourty 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
Penalty 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 Kanakarao sir
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 : __/__/__

Contact : _____

Requisition Form

Company Name:		Modi Properties		Date:		24-09-2020	
Site & Phase :		Head Office		Time:		16:29	
Supplier				Req. No.			
Material required before date:			ID No.			60368	
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A toner Refilling		1	No			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for Kanakarao sir printer							
Prepared By		Suneel		Approved by			
Sign. & Date		24-09-2020		Sign. & Date			

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