PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	29/10/20	Prepared by:	NEHA
PO/WO no.	71524	PO / WO Date.	10/10/20
Supplier Name	Vivid world	PO/WO amount	542.80/-
Firm/Company	Modi farm House (Hyd) LLP	Project	Head Office
Sl. No.	Bill No.	Bill Date	Bill amount
1	1851	10/10/20	542.80
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			542.80/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			~~84025~~ 84560	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ 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:	542.80/-
Amount E – PO / WO value:	542.80/-
Amount F – Difference (A – E): GST-18%	—

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	02/11/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi	[signature]	APPROVED 01 NOV 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	29/10	31/10					

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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

71524

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

TAX INVOICE

Invoice No. : 1851			Transport Mode :
Invoice Date : 10/10/2020			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	
Bill to Party			Ship to Party
Address: M/S. MODI FARM HOUSE, 5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MG ROAD, SECBAD-3.			GATE PASS NO: 2192
GST:			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
HP 12A LASER TONER REFILLING	3707		02	230.00	460.00	82.80	9%	41.40	9%	41.40	542.80
					460.00	82.80					542.80

INWARD
Inward No: 562 Dt: 10/10/20
MRN No:
Received By: Samarth Sign:
MODI PROPERTIES

	460.00
ADD :CGST 9%	41.40
ADD: SGST 9%	41.40
Total Amount After Tax	542.80
GST on Reverse Charge	

RS . FIVE HUNDRED FORTY TWO AND EIGHTY PAISE ONLY.
(RS.542.80)

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 7036
Date 22/10
Sign.

Certified that the particulars given above are true and correct

For VIVID WORLD

Authorized Signatory

Bank Details

Bank Name	: INDIAN BANk
Branch	: Narayanguda Branch
Bank A/C	: 406746378
Bank IFSC	: IDIB000N015

Common Seal

Purchase Order

 28-10-2020 10:31:52

71524

20.10.20 3:54:09

From Company : **Modi Farm House (Hyderabad) LLP**
5-4-187/3&4, IInd Floor,M.G.Road, Secunderabad-500003.
G S T No. : 36

Supplier Details			
Vivid World 204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc No**	71524	16614
	Doc Date	10-10-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	10-10-2020	
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	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 /	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 upender printer
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Modi Farm House (Hyderabad) LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Vivid World***

Date : __/__/____

Name : ____________________

Name : ____________________

Contact - -

Requisition Form

Company Name:	Modi Farm House LLP	Date:	10-10-2020
Site:	Head Office	Time:	
Supplier		Req. No.	16614
Material required before date:		ID No.	60980

No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner Refilling		1	No		
2						
3						
4						
5	P.O. 71524.					
6						
7						
8						
9						
10						

Remarks: This is for upender printer

Prepared By	Suneel	Approved by	
Sign.& Date	10-10-2020	Sign. & Date	

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