PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/11/2020	Prepared by:	T.D. Murthy
PO/WO no.	72279	PO / WO Date.	12/08/2020
Supplier Name	Vivid World	PO/WO amount	Rs. 271/-
Firm/Company	Modi Properties PVT LTD	Project	Head Office
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1884	16/11/2020	Rs. 271/-
2.	-	-	-
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 271/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	1884	16/11/2020	-	☑ 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:				Rs. 271/-
Amount E – PO / WO value:				Rs. 271/-
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	**28/11/2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		APPROVED 21 NOV 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	21/11/20						

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

72279

GSTIN : 36AVTPS1528D1ZB

TAX INVOICE

Invoice No. : 1884	Transport Mode :
Invoice Date : 16/11/2020	Vehicle Number :
Reverse Charge (Y/N) :	Date of Supply :
State : TELANGANA Code 36	
Bill to Party	Ship to Party
Address: M/S .MODI PROPERTIES PVT LTD, 5-4-187/3&4, 2ND FLOOR , SOHAM MANSION, MG ROAD , SECBAD.	GATE PASS NO:2514
GST: 36AABCM4761E1ZM	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		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
					230.00	41.40					271.40

INWARD
Inward No: 470 Dt: 16/11/20
MRN No: Dt:
Received By: Sign:

RS .TWO HUNDRED SEVENTY ONE AND FORTY PAISE ONLY (RS.271.40)	230.00
ADD :CGST 9%	20.70
ADD: SGST 9%	20.70
Total Amount After Tax	271.40
GST on Reverse Charge	

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 71382 Date 20.11 Sign Neha

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

VIVID WORLD Hyderabad Narayanaguda

Purchase Order

 19-11-2020 14:17:18

72279
16.11.20 11:21:50

From Company :	**Modi Properties Pvt.Ltd.** 5-4-187/3 & 4, IInd 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	72279	16676
Doc Date	12-08-2020	
Quote No	Nil	
Quote Date	12-11-2020	
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
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 office use Kanaka rao sir
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For *Vivid World*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Modi Properties	Date:	16-11-2020
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16676
Material required before date:		ID No.	61661

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner refilling		1	No		
2	12A toner drum		1	No		
3	12A Blade	72279	1	No		
4						
5						
6						
7						
8						
9						
10						

Remarks: This is for Kanaka rao sir

Prepared By	Suneel	Approved by	
Sign.& Date	16-11-2020	Sign. & Date	

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

APPROVED
19 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE