

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		05/02/2021		Prepared by:		D.SOWMYA																									
PO/WO no.		74388		PO / WO Date:		30/01/2021																									
Supplier Name		M/s Vind world		PO/WO amount		271/-																									
Firm/Company		MPPL		Project		H0																									
Sl. No.	Bill No.	Bill Date		Bill amount																											
1	1983	30/01/2021		271/-																											
2																															
3																															
4																															
Amount A – Bills total(Excluding Transport & Hamali Charges):						271/-																									
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN																											
1.				☐ 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:						271/-																									
Amount E – PO / WO value:						271/-																									
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			6.1.2021																												
Remarks:																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>Procurement Manager</td> <td>M D</td> <td>Accounts – receiver of bill</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Sign:</td> <td><i>[Signature]</i></td> <td><i>[Signature]</i></td> <td><i>[Signature]</i></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>05/02/2021</td> <td>05/02/2021</td> <td>05/02/2021</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager	Sign:	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>					Date	05/02/2021	05/02/2021	05/02/2021				
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager																								
Sign:	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>																												
Date	05/02/2021	05/02/2021	05/02/2021																												

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/-

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

68
7.4388

[illegible]

Purchase Order



74388

29.01.21 12:34:13

Page(s) 1 Of 1

03-02-2021 13:03:07

Orig

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	74388	182598
Doc Date	30-01-2021	
Quote No	Nil	
Quote Date	30-01-2021	
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, IInd 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:		30-01-2021	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		182598	
Material required before date:					ID No.		63573
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A toner refilling		1	No			
2							
3							
4							
5							
6							
7							
8							
9							
10							
74388 APPROVED 03 FEB 2021 MINISH PARIKH MANAGER PROCUREMENT							
Remarks: This is kanakarao sir printer							
Prepared By		Suneel		Approved by			
Sign.& Date		30-01-2021		Sign. & Date			

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