PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	25/02/2021	Prepared by:	NEHA
PO/WO no.	74898	PO / WO Date.	17/2/2021
Supplier Name	M/s vivid world	PO/WO amount	543/—
Firm/Company	MPPL	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	2001	15/02/2021	542.8/—
2			
3			
Amount A – Bills total(Excluding Transport & Hamali Charges):			542.8/—

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:	543/—
Amount E – PO / WO value:	543/—
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	~~22-02-21~~ 01/03/2021
Remarks	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	25/2/21	25/2					

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

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

7U898

TAX INVOICE

Invoice No. : 2001	Transport Mode :
Invoice Date :15/02/2021	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 PASSNO:2799.
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		02	230.00	460.00	82.80	9%	41.40	9%	41.40	542.80
					460.00	82.80					542.80

INWARD
Inward No: 828 Dt: 15/02/21
MRN No: Dt:
Received By: Samarpith8124 Sign:
MODI PROPERTIES

RS. FIVE HUNDRED FORTY TWO AND EIGHTY PAISE ONLY.

(RS.542.80)

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 14617 Date 22/2 Sign:

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

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

Purchase Order

 18-02-2021 12:25:33

74898
16.02.21 11:18:37

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	**Doc No**	74898	182644
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	17-02-2021	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	17-02-2021	
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 Aruna mam and kanaka raao
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

18/02/2021

Name :

Contact - -

Accepted the above Terms And Conditions

For ***Vivid World***

Name :

Date : __/__/____

Requisition Form

Compan_ Name:	Modi Properties LLP	Date:	15-02-21
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	182644
Material required before date:		ID No.	64030

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

Remarks: This is for aruna madam & kanakarao

718998

MINESH PARIKH
MANAGER PROCUREMENT
18 FEB 2021
APPROVED

Prepared By	K.Suneel	Approved by	
Sign.& Date	15-02-21	Sign. & Date	

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

Requisition Form

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Prepared By		Approved by	
Sign.& Date		Sign. & Date	

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