PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 30/6/21 | Prepared by: | Meenakshi |
| PO/WO no. | 7798 | PO / WO Date. | 21/6/21 |
| Supplier Name | Vivid world | PO/WO amount | 1,859/- |
| Firm/Company | Modi farm house, HYD | Project | Modi farm house Hyd |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 2104 | 21/6/21 | 1,859/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 1,859/- |

| 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: | 1859/- |
| Amount E – PO / WO value: | 1,859/- |
| 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 | 05/7/21 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Murali | | | | | | |
| Date | 30/6/21 | | | | | | |

APPROVED
01 JUL 2021
MINISH PARIKH
MANAGER PROCUREMENT

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**

## TAX INVOICE

| | | | |
|---|---|---|---|
| Invoice No. : 2104 | | | Transport Mode : |
| Invoice Date :21/06/2021 | | | 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,<br>5-4-187/3&4 , 2ND FLOOR, SOHAM MANSION,<br>MG ROAD, SECBAD. | | | GATE PASS NO:2894 |
| **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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| RICOH LASER TONER REFILLING | 3707 | | 03 | 325.00 | 975.00 | 175.50 | 9% | 87.75 | 9% | 87.75 | 1150.50 |
| RICOH LASER TONER CHIPS | 8443 | | 03 | 200.00 | 600.00 | 108.00 | 9% | 54.00 | 9% | 54.00 | 708.00 |
| | | | | | 1575.00 | 283.50 | | | | | 1858.50 |
| | | | | | | | | | | | 1575.00 |

Inward No: 82 Dt: 21/06/21
MRN No: Dt:
Received By: Sign:
Sanergh
MODI PROPERTIES

**RS . ONE THOUSAND EIGHT HUNDRED FIFTY EIGHT AND FIFTY PAISE**

**(RS .1858.50)**

| | |
|---|---|
| ADD :CGST 9% | 141.75 |
| ADD: SGST 9% | 141.75 |
| Total Amount After Tax | 1858.50 |
| GST on Reverse Charge | |

Certified that the particulars given above are true and correct

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

Common Seal

For VIVID WORLD

Authorized Signatory

MODI PROPERTIES PVT. LTD. INWARD No. 81449 Date 24/6

# Purchase Order

 24-06-2021 12:00:12

77981

19.06.21 11:50:49

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 | **Doc No** | 77981 | 182946 |
| 204, Kubera Towers, Narayanaguda, Hyderabad. | **Doc Date** | 21-06-2021 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AVTPS1528D1ZB | **Quote Date** | 18-06-2021 | |
| 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 *Richo* | 3.00 | 325.00 | 0.00 | 18.00 | 1,150.50 |
| 2 | 3522 - Computers and Peripherals - Toner drum - NA - nos *Ricoh* | 3.00 | 200.00 | 0.00 | 18.00 | 708.00 |
| | | | | **Total Order Value . . .** | | **1,858.50** |

Rupees : One Thousand Eight Hundred Fifty Eight and Paise Fifty 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** | Serene Farms<br>Sy no-44, Yenkepally Village, Chevella Mandal,RR.Dist-501 503<br>Phone. .. |
| **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 Site use purpose |
| **Completion Date** | nill |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | . |

Accepted the above Terms And Conditions

For *Modi Farm House (Hyderabad) LLP*

Authorised Signatory

24/06/2021

Name :

Contact - -

For *Vivid World*

Name :

Date : __/__/____

# Requisition Form

| Company Name: | Modi farm house | Date: | 21-06-2021 |
|---|---|---|---|
| Site & Phase : | Site office | Time: | |
| Supplier | | Req. No. | 182946 |
| Material required before date: | | ID No. | 66924 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Ricoh toner refilling | | 3 | No | | |
| 2 | Ricoh chip | | 3 | No | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | 77981 | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

Remarks: This is for site

| Prepared By | Suneel | Approved by | |
|---|---|---|---|
| Sign.& Date | 21-06-2021 | Sign. & Date | |

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