

Advice for approval for credit to supplier

Date:	28/11/2021	Prepared by:	28/11/2021
PO/WO no.	82742	PO / WO Date.	13/11/2021
Supplier Name	VIVID WORLD	PO/WO amount	507
Firm/Company	modiproperties LLP	Project	Head office.
Sl. No.	Bill No.	Bill Date	Bill amount
1	2206	12/11/21	507
2			
3			
4			

Amount A - Bills total(Excluding Transport & Hamali Charges):

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:

Amount E - PO / WO value:

Amount F - Difference (A - E): GST-18%

Quantity received as per PO / WO

Is difference between PQ / Bill acceptable?	☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
Excess / short material received	☐ Yes ☐ No (explained below)
Close PO / WO	☐ Approved - within acceptable limits ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☒ Yes ☐ No - wait for balance material ☐ No (explained below)
Payment - due date	☐ Yes - Rs. /- ☒ No

Remarks:

Final bill 29/11/21

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:	28/11/21						
Date	28/11/21						

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

Invoice No. : 2206			Transport Mode :
Invoice Date :12/11/2021			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

State : TELANGANA	Co de	State :	Code
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INWARD	
Inward No: 549	Dt: 11/11/24
MRN No:	Dt:
Received By: <i>[Signature]</i>	For: <i>[Signature]</i>
TIES	

ADD :CGST 9%	38.70
ADD: SGST 9%	38.70
Total Amount After Tax	507.40

Authorized Signatory

Purchase Order



82742

12.11.21 5:08:07

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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	82742	183286
Doc Date	13-11-2021	
Quote No	Nil	
Quote Date	13-11-2021	
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
2 3530 - Computers and Peripherals - Toner Magnet - Other - nos Laser Blade	1.00	200.00	0.00	18.00	236.00
Total Order Value . . .					507.40

Rupees : Five Hundred Seven 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

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 HO Purpose.

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 : ____/____/____

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Requisition Form

Company Name:		Modi Properties LLP		Date:		13-11-21	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		183286	
Material required before date:				ID No.		71243	

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

Remarks: This is for HO

Prepared By	K. Suneel	Approved by	
Sign. & Date	13-11-21	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.