

PURCHASE DIVISION
Advice for approval for credit to supplier

(B) (M)

Date:		11/12/21		Prepared by:		Sneha	
PO/WO no.		83190		PO / WO Date.		18/11/21	
Supplier Name		Vivid world		PO/WO amount		271.40/-	
Firm/Company		mode properties pvt ltd		Project		Head office	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	2214	18/11/21		271.40/-			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						271.40/-	
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:						271.40/-	
Amount E – PO / WO value:						271.40/-	
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				6/12/21			
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha						
Date	11/12/21						

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/-

Requisition Form

Company Name:		Mayflower platinum		Date:		18-11-2021	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		183294	
Material required before date:					ID No.		71341
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A toner refilling		1	No			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for Head office sangeetha							
Prepared By		Suneel		Approved by			
Sign. & Date		18-11-2021		Sign. & Date			

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

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 2215			Transport Mode :
Invoice Date :18/11/2021			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Ship to Party

GATE PASS NO: 2837

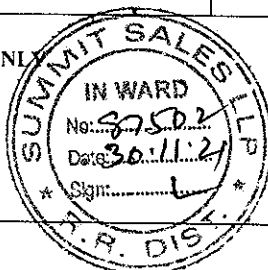
GSTIN :

State :

Code

INWARD	
Inward No: 576	Dt: 18/11/21
MRN No:	Dt:
Received By: <i>[Signature]</i>	Sign: <i>[Signature]</i>
MODI PROPERTIES	

(RS.271.40)



230.00

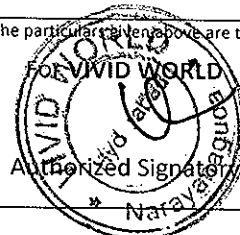
20.70

271.40

Bank Name	: INDIAN BANK
Branch	: Narayanguda Branch
Bank A/C	: 406746378
Bank IFSC	: IDIB000N015

Common Seat

Certified that the particulars given above are true and correct



Purchase Order

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01-12-2021 14:46:52

Original / Office Copy / Purchase Div.Copy

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	83180	183294
Doc Date	18-11-2021	
Quote No	Nil	
Quote Date	18-11-2021	
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 12A	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

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 Sangeetha 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 : __/__/__