

PURCHASE DIVISION
Advice for approval for credit to supplier

(b) (m)

Date:	13/12/2021	Prepared by:	Sarkar
PO/WO no.	83492	PO / WO Date.	1/12/2021
Supplier Name	VIVID WORLD	PO/WO amount	272
Firm/Company	modi properties Pvt Ltd	Project	H0
Sl. No.	Bill No.	Bill Date	Bill amount
1	2228	1/12/2021	272
2			/
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			272
Sl. No.	DC No	DC. Date	MRN No.
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:			272
Amount E - PO / WO value:			272
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 / WO?		☒ Yes ☐ No - wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes - Rs. ___/- ☒ No	
Payment - due date		20/12/2021	
Remarks: final bill			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	Sarkar		14 DEC 2021
Date	13/12/21	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/-

Purchase Order

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10-12-2021 14:54:52

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	83492	183321
Doc Date	01-12-2021	
Quote No	Nil	
Quote Date	01-12-2021	
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 HP 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 HO Purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

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 Pv ltd		Date:		01-12-2021		
Site & Phase :		Head office		Time:				
Supplier				Req. No.		183321		
Material required before date:				ID No.		71952		
No	Description			Size	Quantity	Units	Inward No	Date
1	12A toner refilling				1	No		
2								
3								
4								
5	83492							
6								
7								
8								
9								
10								
Remarks: This is for Head office								
Prepared By		Suneel		Approved by				
Sign. & Date		01-12-2021		Sign. & Date				

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