

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 1/2/22		Prepared by: Hanike		Serial no. 00200	
Supplier name: Vivid world				HO inward no.	
Firm/Company: MPP		Project: Hto		HO received date	
PO/WO date: 22/1/22		PO/WO No. 85034		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	2258	22/1/22	271.10/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				271/-	
Proof of delivery by way of ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:				Proof of delivery matches MRN	☒ 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/-	
Amount E - PO / WO value:				271/-	
Amount F - Difference (A - E):				-	
Quantity received as per PO / WO		☒ Yes ☐ Excess received ☐ Short received ☐ Part received			
Close PO / WO		☒ Yes ☐ No - wait for balance material ☐ Other			
Payment - due date		7/2/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Hanike	Deborah			
Sign:	Hanike	Deborah			
Date	1/2/22	DEC 2021			
Approval limit	Upto 20k	Above 20k 2022	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 2258

Transport Mode :

Invoice Date :22/01/2022

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,
5-4-187/374, 2ND FLOOR , SOHAM MANSION, MG ROAD,
SECBAD.

GATE PASS NO:6627

GST: 36AABCM4761E1ZM

GSTIN :

State : TELANGANA

Co
de

State :

Code

INWARD

Inward No: 728	Dr: 24/11/22
MRN No:	Dr:
Received By: Jamarat-1	Sign: 
MODI PROPERTIES	

RS. TWO HUNDRED SEVENTY ONE AND FORTY PAISE ONLY

(RS.271.40)



ADD CGST 9%	
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ADD: SGST 9%

Total Amount After Tax

271.40

230.00

20.70

20.70

271.40

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

Requisition Form

Company Name:		Modi Properties Pvt Ltd		Date:		22-01-2022	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		183388	
Material required before date:				ID No.		73356	
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A Toner refilling		1	No			
2							
3							
4	85034						
5							
6							
7							
8							
9							
10							
Remarks: This is for Head office							
Prepared By		Suneel		Approved by			
Sign. & Date		22-01-2022		Sign. & Date			

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

APPROVED
01 FEB 2022

Purchase Order

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01-02-2022 10:56:33

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31.01.22 4:50:16

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	85034 183388
204, Kubera Towers, Narayanaguda, Hyderabad.		Doc Date	22-01-2022
		Quote No	Nil
GSTIN 36AVTPS1528D1ZB		Quote Date	22-01-2022
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 HP12A	1.00	230.00	0.00	18.00	271.40
Total Order Value . . .					271.40

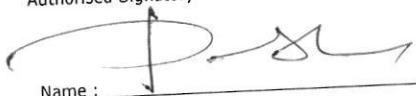
Rupees : Two Hundred Seventy One and Paise Fourty Only.

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


Name : _____

Accepted the above Terms And Conditions

For **Vivid World**

Date : __/__/__

Name : _____