

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		16/2/22		Prepared by	Hansen		Serial no.	2903			
Supplier name		M/S. VIVID WORLD				HO inward no.					
Firm/Company		MPP		Project	HO		HO received date				
PO/WO date		10/2/22		PO/WO No.	85588		Scan ID.				
Sl no.	Bill no.		Bill date		Bill amount		Original attached				
1.	2265		10/2/22		271.40/-		☒ 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.:		103858				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):								271/-			
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				28/2/22							
Remarks:											
Approved by		Purchase Officer		Purchase Manager		M D		Accountant		Accounts Manager	
Name:		Hansen									
Sign:		Hansen									
Date		16/2/22									
Approval limit		Upto 20k		Above 20k		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. : 2265			Transport Mode :
Invoice Date :10/02/2022			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Ship to Party

GATE PASS NO:6638

GSTIN :

Co
de

Code

MODI PROPERTIES PVT. LTD.
INWARD
No. 768
Date 12/22
Sign [Signature]
SEC. BAD.

ONLY

SUMMIT SALES LLP
R.R. DIST.

IN WARD
No. 91124
Date: 16/12
Sign: L

Certified that the particulars given above are true and correct

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

Authorized Signatory

Purchase Order

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16-02-2022 12:17:08

C

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM



85588

14.02.22 2:32:33

Supplier Details			
Vivid World 204, Kubera Towers, Narayanaguda, Hyderabad.		Doc No	85588 183399
		Doc Date	10-02-2022
		Quote No	Nil
		Quote Date	10-02-2022
		SupplyType	Supply
GSTIN 36AVTPS1528D1ZB 6682-3161/ 6682-3171 92462-15868			

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**

Name :

Date : _/_/_

Requisition Form

Company Name:		Modi Properties Pvt Ltd		Date:		10-02-2022	
Site & Phase :		HO		Time:			
Supplier				Req. No.		183399	
Material required before date:					ID No.		73742

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner Refilling		1	No		
2						
3						
4						
5	85588					
6						
7						
8						
9						
10						

Remarks: This is for HO purpose

Prepared By	K. Suneel	Approved by	
Sign. & Date	10-02-2022	Sign. & Date	

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

