

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 21/2/22		Prepared by: Prabhakar		Serial no. 2271	
Supplier name: Vignesh Infotech		Project: 410		HO inward no.	
Firm/Company: MPPZ		PO/WO date: 10-01-22		HO received date	
PO/WO No. 84358		Scan ID.			
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	8076	16/2/22	15,281	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A – Bills total (Excluding Transport & Hamali Charges):			15,281		
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos:		Proof of delivery matches MRN		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B – Other Credits : Transportation charges			-		
Amount C – Other Debits :			-		
Amount D (D=A+B-C) – Amount to be credited to the supplier:			15,281		
Amount E – PO / WO value:			15,281		
Amount F – Difference (A – E):			-		
Quantity received as per PO /WO		<input type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other			
Payment – due date		28/2/22			
Remarks: Final bill					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:					
Date		APPROVED			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

21 FEB 2022

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 to be provided 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.

Tax Invoice

(ORIGINAL FOR RECIPIENT)

VIGNESH INFOTECH #343 & 344, 3RD FLOOR, C-BLOCK, CTC, PARKLANE, SECUNDERABAD-500003 GSTIN/UIN: 36AADFV4864E1Z1 State Name : Telangana, Code : 36 E-Mail : kishan@vigneshinfotech.com	Invoice No.	Dated
	8076	16-Feb-2022
Buyer Modi Properties Pvt Ltd 5-4-187/3&4, II Floor, MG Road, Secunderabad-03 66335551/ 9502199355 GSTIN/UIN : 36AABCM4761E1ZM State Name : Telangana, Code : 36	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
	VI/HYD/8076/2021-22	
	Buyer's Order No.	Dated
	84358	10-Jan-2022
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

SI No.	Description of Services	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	CoreIDRAW Graphics Suite ENTCoreISure Maint Rnwl 1yr 1-4	998313	18 %	1 Nos	12,950.00	Nos	12,950.00
							1,165.50
							1,165.50
CGST SGST							
Total				1 Nos			₹ 15,281.00

Amount Chargeable (in words) E. & O.E

INR Fifteen Thousand Two Hundred Eighty One Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
998313	12,950.00	9%	1,165.50	9%	1,165.50	2,331.00
Total	12,950.00		1,165.50		1,165.50	2,331.00

Tax Amount (in words) : **INR Two Thousand Three Hundred Thirty One Only**

Company's PAN : **AADFV4864E**

Declaration
 We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details
 Bank Name : **HDFC**
 A/c No. : **00412320000862**
 Branch & IFS Code : **MALLESHWARAM & HDFC0000041**
 for **VIGNESH INFOTECH**
 Authorised Signatory



Purchase Order

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10-01-2022 11:55:38



84358

08.01.22 11:42:53

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

Vignesh Infotech
#346, 3rd floor, CTC, Parklane, Secunderbad-500003.

GSTIN 36AADFV4864E1Z1

9505121133

Doc No	84358	183358
Doc Date	10-01-2022	
Quote No	Nil	
Quote Date	07-01-2022	
SupplyType	Supply	

Kind Attn : Mr. A.Kishan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3521 - Computers and Peripherals - Software - other - nos Core Draw Graphics Suite Enterprise Corel sure Maintenance Renewal (1Year)	1.00	12,950.00	0.00	18.00	15,281.00
Total Order Value . . .					15,281.00
Rupees : Fifteen Thousand Two Hundred Eighty One Only.					

Terms and Conditions :-

Specification / Autocad**Payment Terms** 100% as advance**Tax** Inclusive of all taxes**Delivery Date** With in 3 days**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** Nil**Warranty** Nil**Advance Paid** Rs.15281/-, by cheque.....**Other Terms** We reserve the right to reject 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 **Vignesh Infotech**

Name : _____

Name : _____

Date : ___/___/___

Requisition Form

Company Name:		Modi Properties Pvt Ltd		Date:		07-01-2022	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		183358	
Material required before date:					ID No.		72743
No	Description	Size	Quantity	Units	Inward No	Date	
1	Coreldraw Graphics renewal		1	No			
2							
3							
4							
5	84358						
6							
7							
8							
9							
10							
Remarks: This is for HO							
Prepared By		K.Suneel		Approved by			
Sign.& Date		07-01-2022		Sign. & Date			


APPROVED
 11 JAN 2022
 MINISH PARIKH
 MANAGER PROCUREMENT

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