PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

| | | | | | |
|---|---|---|---|---|---|
| Date: | 25/2/22 | Prepared by | Monika | Serial no. | ...-2414 |
| Supplier name | Vivid world | | | HO inward no. | |
| Firm/Company | MARKHLP | Project | Ho | HO received date | |
| PO/WO date | 21/2/22 | PO/WO No. | 85882 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 2275 | 21/2/22 | 5431 — | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 5431 — |
| Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |

| | | | |
|---|---|---|---|
| MRN nos.: | 104200 | 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: | 5431 — |
| Amount E – PO / WO value. | 5431 — |
| 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 | 7/3/22 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Monika | | | | |
| Sign: | Monika | | | | |
| Date | 25/2/22 | | | | |
| 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.

# Purchase Order

 25-02-2022 11:14:10

85882
14.02.22 2:36:59

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-!
G S T No. : 36ABLFM7631F1Z3

| **Supplier Details** | | | |
|---|---|---|---|
| Vivid World<br>204, Kubera Towers, Narayanaguda, Hyderabad. | **Doc No** | 85882 | 183415 |
| | **Doc Date** | 21-02-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AVTPS1528D1ZB | **Quote Date** | 21-02-2022 | |
| 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<br>*HP 12A* | 2.00 | 230.00 | 0.00 | 18.00 | 542.80 |
| | | | | | **Total Order Value . . .** | **542.80** |

Rupees : Five Hundred Fourty Two and Paise Eighty 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<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>Phone. 040-66335551 |
| **Penality 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 ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For ***Vivid World***

Date : __/__/____

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Mehta & Modi Realty Kowkoo | Date: | 21-02-2022 |
| Site & Phase : | Head office | Time: | |
| Supplier | | Req. No. | 183415 |
| Material required before date: | | ID No. | 74093 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | 12A toner refilling | | 2 | No | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | 8588 | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

Remarks: This is for HO

| | | | |
|---|---|---|---|
| Prepared By | Suneel | Approved by | |
| Sign.& Date | 21-02-2022 | Sign. & Date | |

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

APPROVED
25 FEB 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

# M/s. VIVID WORLD

A Complete Solution for all your cartridge needs
Flat No. 503, G2 Block, Indu Aranaya Pallavi Apts., Bandlaguda,
Nagole, Hyderabad – 500 068, Telangana State. Tel : +91-9246215868
**GSTIN : 36AVTPS1528D1ZB**

## TAX INVOICE

| | |
|---|---|
| Invoice No. : 2275 | Transport Mode : |
| Invoice Date :21/02/2022 | Vehicle Number : |
| Reverse Charge (Y/N) : | Date of Supply : |
| State : TELANGANA Code 36 | |
| Bill to Party | Ship to Party |
| Address: M/s . MEHTA & MODI REALITY (KOWKOOR)LLP, 5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MG ROAD SECBAD. | GATE PASS NO:6641 |
| **GST:** 36ABLFM7631F1Z3 | GSTIN : |
| State : TELANGANA Code | State : Code |

| Product Description | HSN Code | UOM | Qty. | Rate | Amount | TAXABLE VALUE | CGST RATE | CGST AMT | SGST RATE | SGST AMT | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| HP12A LASER TONER REFILLING | 3707 | | 02 | 230.00 | 460.00 | 82.80 | 9% | 41.40 | 9% | 41.40 | 542.80 |
| | | | | | 460.00 | 82.80 | | | | | 542.80 |

INWARD
Inward No: 788 Dt: 21/2/22
MRN No: 104200 Dt:
Received By: Sarman Sign:

RS. FIVE HUNDRED FORTY TWO AND EIGHTY PAISE ONLY....

(RS.542.80)

| | |
|---|---|
| | 460.00 |
| ADD CGST 9% | 41.40 |
| ADD SGST 9% | 41.40 |
| Total Amount After Tax | 542.80 |

| 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