

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

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Date: 8/3/22		Prepared by: <i>[Signature]</i>		Serial no. 2702	
Supplier name: Vivid world				HO inward no.	
Firm/Company: M P P L		Project: HO		HO received date	
PO/WO date: 28/2/22		PO/WO No. 86160		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	2280	28/2/22	2711-	<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):				2711-	
Proof of delivery by way of: <input checked="" 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: 104643		Proof of delivery matches MRN		<input checked="" 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:				2711-	
Amount E - PO / WO value:				2711-	
Amount F - Difference (A - E):				-	
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> Other			
Payment - due date		14/3/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	<i>[Signature]</i>				
Sign:	<i>[Signature]</i>				
Date	8/3/22				
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 weightment 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.

# M/s. VIVID WORLD

A Complete Solution for all your cartridge needs

Flat No. 503, G2 Block, Indu Aranya Pallavi Apts., Bandlaguda,  
Nagole, Hyderabad – 500 068, Telangana State. Tel : +91-9246215868

GSTIN : 36AVTPS1528D1ZB

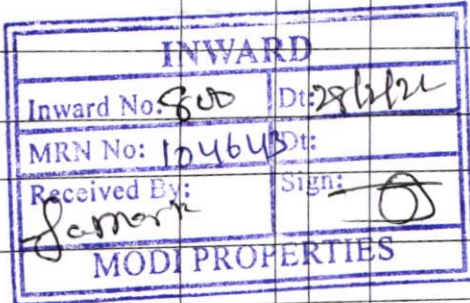
## TAX INVOICE

Invoice No. : 2280	Transport Mode :
Invoice Date : 28/02/2022	Vehicle Number :
Reverse Charge (Y/N) :	Date of Supply :
State : TELANGANA	Code 36

Bill to Party Address: M/s. MODI PROPERTIES PVT LTD PVT LTD, 5-4-187/3&4, 2 <sup>ND</sup> FLOOR, SOHAM MANSION , MG ROAD, SECBAD.	Ship to Party G.P: 6646
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GST: 36AABCM4761E1ZM	GSTIN :
State : TELANGANA	Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
HP 12A LASER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
					230.00	41.40					271.40



RS. TWO HUNDRED SEVENTY ONE AND FORTY PAISE ONLY  
(RS.271.40)



ADD :CGST 9%	20.70
ADD :SGST 9%	20.70
Total Amount After Tax	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

# Purchase Order

Page(s) 1 Of 1

07-03-2022 14:56:32

86160  
28.02.22 2:52:28

From Company : **Modi Properties Pvt.Ltd.**  
5-4-187/3 & 4, IIInd 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

<b>Doc No</b>	86160	183429
<b>Doc Date</b>	28-02-2022	
<b>Quote No</b>	Nil	
<b>Quote Date</b>	28-02-2022	
<b>SupplyType</b>	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 12A	1.00	230.00	0.00	18.00	271.40
<b>Total Order Value . . .</b>					<b>271.40</b>

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 site 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

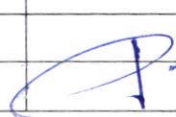
For **Vivid World**

Date : \_\_\_/\_\_\_/\_\_\_

Name : \_\_\_\_\_

## Requisition Form

Company Name:		Modi Properties Pvt Ltd		Date:		28-02-2022	
Site & Phase :		HO		Time:			
Supplier				Req. No.		183429	
Material required before date:					ID No.		74366
No	Description	Size	Quantity	Units	Inward No	Date	
1	12 A Laser refilling		2	No			
2							
3							
4							
5	8660						
6							
7							
8							
9							
10							
Remarks: This is for site purpose							
Prepared By		K. Suneel		Approved by			
Sign. & Date		28-02-2022		Sign. & Date			

  
**APPROVED**  
**07 MAR 2022**  
**P. PRABHAKAR**  
**Sr. MANAGER PURCHASE**

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