

PURCHASE DIVISION
Advice for approval for credit to supplier

(2)

8814

Date: 24/9/22		Prepared by: <i>[Signature]</i>		Serial no.	
Supplier name: <i>Vista Home</i>		Project: <i>Vista Home</i>		HO inward no.	
Firm/Company: <i>Vista Home</i>		PO/WO No.: 92235		HO received date	
PO/WO date: 17/9/22				Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2438	17/9/22	9261-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		9261-
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report		
MRN nos.: 112097	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:		9261-
Amount E – PO / WO value:		9261-
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		3/10/22
Remarks:		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	<i>[Signature]</i>				
Sign:	<i>[Signature]</i>				
Date	24/9/22				
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.

R1ZPA 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

TAX INVOICE

TAX INVOICE

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Purchase Order

Page(s) 1 Of 1

23-09-2022 15:56:57

Original / Office Copy / Purchase Div.Copy

From Company : **Vista Homes**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAGFV2068P1ZJ

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

Doc No	92235	180949
Doc Date	17-09-2022	
Quote No	Nil	
Quote Date	17-09-2022	
SupplyType	Supply	

Kind Attn : Mr. Vishal

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 244200 - COMP-Peripherals - Laser Toner-Refilling-HP - 12A - Nos	2.00	230.00	0.00	18.00	542.80
2 992900 - COMP-Peripherals - Laser Toner-Drum-HP - 12A - Nos	1.00	325.00	0.00	18.00	383.50
Total Order Value . . .					926.30
Rupees : Nine Hundred Twenty Six and Paise Thirty 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	Vista Homes Sy. No. 193, Kapra, Hyd. From ECIL take left in lane opposite MRR school Phone. Contact: Mr. Khader - 7893844733
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 Office use 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 **Vista Homes**

Authorised Signatory

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Name : _____

Date : __/__/__

Requisition Form									
Company Name:		vista homes							
Site & Phase :		vista homes							
Unit No./Block No.									
Supplier:									
Material required before date:									
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date			
1	COMP2442-Peripherals-Laser Toner-Refilling-HP-12A-Nos	2	0	2					
2	COMP9929-Peripherals-Laser Toner-Drum-HP-12A-Nos	1	0	1					
3									
4									
5									
6									
7									
8									
9									
10									
Remarks:		For sales office purpose at vista homes							
Engineer		Project Manager		Purchase		MD			
Prepared By:		purshotham							
Approved By:									
Sign & Date:									