

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		03/07/2020		Prepared by:		V. Raval	
PO/WO no.		68527		PO / WO Date.		20/06/2020	
Supplier Name		Vivid world		PO/WO amount		655/-	
Firm/Company		Nilgiri Estates		Project		NE	
Sl. No.		Bill No.		Bill Date		Bill amount	
1.		1713		20/06/2020		655/-	
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):							
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.				☐ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
4.				☐ Yes ☐ No			
Amount B –Other Credits :							
Amount C –Other Debits :							
Amount D (D=A+B-C) – Amount to be credited to the supplier:							
Amount E – PO / WO value:							
Amount F – Difference (A – E):							
Quantity received as per PO /WO							
☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)							
Is difference between PO / Bill acceptable?							
☐ Yes ☐ No (explained below) –							
Excess / short material received							
☐ Approved – within acceptable limits ☐ No (explained below)							
Close PO / W?O							
☒ Yes ☐ No – wait for balance material ☐ No (explained below)							
Advance paid / PDC given (deduct when paying)							
☐ Yes – Rs. 1/- ☒ No							
Payment – due date							
10/07/2020							
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	V. Raval						
Date	3/7/20						

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

Purchase Order

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02-07-2020 12:53:36 PM


68527
02.07.20 12:12:26

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

6682-3161/ 6682-3171
92462-15868

Doc No	68527	16304
Doc Date	20-06-2020	
Quote No	Nil	
Quote Date	20-06-2020	
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 12A	1.00	230.00	0.00	18.00	271.40
2 3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
Total Order Value . . .					654.90

Rupees : Six Hundred Fifty Four and Paise Ninty Only.

Terms and Conditions :-

Specification / Brand 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 Cost 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 office use purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **Nilgiri Estates**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Nilgiri Estate		Date:		20-06-2020		
Site & Phase :		Head Office		Time:				
Supplier				Req. No.		16304		
Material required before date:					ID No.		58166	
No	Description	Size	Quantity	Units	Inward No	Date		
1	12A Toner refilling		1	No				
2	12A toner Drum		1	No				
3	PO 68527							
4								
5								
6								
7								
8								
9								
10								
APPROVED 02 JUL 2020 MINISH PARIKH MANAGER PROCUREMENT								
Remarks: This is for jagadish printer								
Prepared By		Suneel		Approved by				
Sign.& Date		20-06-2020		Sign. & Date				

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

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 1713			Transport Mode :
Invoice Date : 20/06/2020			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Ship to Party

GATE PASS NO:1042

GSTIN :

State :

Co
de

INWARD	
Inward No: 206	Dt: 2/6/20
MRN No:	Dt:
Received By: <i>[Signature]</i>	Sign: <i>[Signature]</i>
MODI PROPERTIES	

555.00	99.90					654.90
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555.00

ADD :CGST 9%	49.95
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ADD: SGST 9%	49.95
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Total Amount After Tax	654.90
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GST on Reverse Charge

Certified that the particulars given above are true and correct

For **VIVID WORLD**

Authorized Signatory