PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	5/8/20	Prepared by:	HEMENDRA
PO/WO no.	69325	PO / WO Date.	20/7/20
Supplier Name	vinod world	PO/WO amount	655
Firm/Company	PME	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1751	20/7/20	655
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			655

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:	655
Amount E – PO / WO value:	655
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._____/- ~~□ No~~
Payment – due date	**14.8.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	5/8/20						

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 transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10.000/- 7. MD to approve all bills above 1,00,000/-

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. : 1751			Transport Mode :
Invoice Date : 20/07/2020			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	
Bill to Party			Ship to Party
Address: M/S. PARAMOUNT ESTATES, 5-4-187/3&4, 2ND FLOOR , SOHAM MANSION, MG ROAD , SECBAD.			GATE PASS NO:1172
GST: 36AAGFV2068P1ZJ.			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
HP 12A LASER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
HP 12A LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
					555.00	99.90					654.90

INWARD
Inward No: 294 Dt: 21/7/20
MRN No: Dt:
Received By: Samargit Sa Sign:
MODI PROPERTIES

PO 69325

		555.00
RS. SIX HUNDRED FIFTY FOUR AND NINTY PAISE ONLY….	ADD :CGST 9%	49.95
(RS.654.90)	ADD: SGST 9%	49.95
	Total Amount After Tax	654.90
	GST on Reverse Charge	

Bank Details	
Bank Name	: INDIAN BANk
Branch	: Narayanguda Branch
Bank A/C	: 406746378
Bank IFSC	: IDIB000N015

S/

Common Seal

Certified that the particulars given above are true and correct

For VIVID WORLD

Authorized Signatory

VIVID WORLD Narayanaguda Hyderabad

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 67996
Date 4/8
Sign.

 31-07-2020 14:29:56

Purchase Order

69325
31.07.20 12:25:04

From Company : **Paramount Estates**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAJFP4202C1ZP

Supplier Details			
Vivid World 204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc No**	69325	16376
	Doc Date	20-07-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	20-07-2020	
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 *12A*	1.00	325.00	0.00	18.00	383.50
2	3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	230.00	0.00	18.00	271.40
					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
Penality 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 HO use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Paramount Estates***

Authorised Signatory

31/07/2020

Name : ______

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	Paramount Estates	Date:	20-07-2020
Site & Phase :	Head office	Time:	
Supplier		Req. No.	16376
Material required before date:		ID No.	58896

No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner refiling		1	Nos		
2	12A Toner Drum		1	No		
3	PO					
4	69325					
5						
6						
7				APPROVED		
8						
9				31 JUL 2020		
10						

Remarks: This is for satyanarayana

MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	Suneel	Approved by	
Sign.& Date	20-07-2020	Sign. & Date	

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