PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	1/9/20	Prepared by:	T. Bhaskar
PO/WO no.	69862	PO / WO Date.	18/8/20
Supplier Name	vivid world	PO/WO amount	1310
Firm/Company	vista hay	Project	vista
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1790	20/8/20	1310
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1310

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.				□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits :	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	1310
Amount E – PO / WO value:	1310
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	5/9/20

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	1/9/20						

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

69862

TAX INVOICE

Invoice No. : 1790			Transport Mode :
Invoice Date : 20/08/2020			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	
Bill to Party			Ship to Party
Address: M/S.VISTA HOMES (KUSHAIGUDA SITE), 5-4-187/3&4, 2ND FLOOR , SOHAM MANSION, MG RAOD, SECBAD-3.			GATE PASS NO:
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		02	230.00	460.00	82.80	9%	41.40	9%	41.40	542.80
HP 12A LASER TONER DRUM	8443		02	325.00	650.00	117.00	9%	58.50	9%	58.50	767.00
					1110.00	199.80					1309.80

		1110.00
RS. ONE THOUSAND THREE HUNDRED NINE AND EIGHTY PAISE ONLY. (RS.1309.80)	ADD :CGST 9%	99.90
	ADD: SGST 9%	99.90
	Total Amount After Tax	1309.80
	GST on Reverse Charge	

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

Snehapriya.

Common Seal

Certified that the particulars given above are true and correct

For VIVID WORLD

Authorized Signatory

VIVID WORLD Hyderabad Nagole Bandlaguda

INWARD
Dt: 20/08/20
Received By: Dilip Rai
Vista Homes

MODI PROPERTIES PVT. LTD. SECBAD
INWARD No. 68807
3178

Purchase Order

 26-08-2020 15:40:49

69862
26.08.20 1:23:35

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	**Doc No**	69862	99778
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	18-08-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	18-08-2020	
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	2.00	230.00	0.00	18.00	542.80
2	3522 - Computers and Peripherals - Toner drum - NA - nos	2.00	325.00	0.00	18.00	767.00
					Total Order Value . . .	**1,309.80**

Rupees : One Thousand Three Hundred Nine 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	Vista Homes Sy. No. 193, Kapra, Hyd. From ECIL take left in lane opposite MRR school Phone. Contact: 8790166611
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 Site use
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Vista Homes***

Authorised Signatory

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Vista Homes	Date:	17.08.2020
Site & Phase :	Vista Homes	Time:	16:43
Supplier:	-	Req. No.	99778
Material required before date:	20.08.2020	ID No.	59182

No	Description	Size	Quantity	Units	Inward No	Date
1	Cartridge refilling		03	No's		
2						
3						
4						
5						
6	69862					
7						
8						
9						
10						

Remarks: For Site works purpose.

Prepared By	T.Madhu	Approved by	
Sign.& Date	17.08.2020	Sign. & Date	

APPROVED
18 .. 2020
MINISH PARIKH
MANAGER PROCUREMENT

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

Requisition Form

Company Name:	Vista Homes	Date:	
Site & Phase :	Vista Homes	Time:	
Supplier	-	Req. No.	
Material required before date:	14.02.2020	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						

Remarks:

Prepared By		Approved by	
Sign.& Date		Sign. & Date	

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