PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	07/10/20	Prepared by:	Keerthi
PO/WO no.	70752 ~~Vivid world~~	PO / WO Date.	25/09/20
Supplier Name	Vivid world	PO/WO amount	654.90
Firm/Company	Nilgiri Estates	Project	Head Offic
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1827	21/09/20	654.90
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			654.90/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	1827	21/09/20	–	□ 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:	654.90/-
Amount E – PO / WO value:	654.90/-
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	12/10/20

Remarks:_

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi		APPROVED 07 OCT 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	07/10.						

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

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

70752

TAX INVOICE

Invoice No. : 1827			Transport Mode :
Invoice Date : 21/09/2020			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	
Bill to Party			Ship to Party
Address: M/S. NILGIRI ESTATES, 5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MG ROAD , SECBAD.			GATE PASS NO:2175
GST: 36AAHFN0766F1ZA.			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: 490 Dt: 21/09/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

RS . SIX HUNDRED FIFTY FOUR AND NINTY PAISE ONLY.
(RS.654.40)

MODI PROPERTIES PVT. LTD. * SEC'BAD * INWARD No 69813 Date 29/9

	555.00
ADD :CGST 9%	49.95
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

Common Seal

Certified that the particulars given above are true and correct

For VIVID WORLD

Authorized Signatory

Purchase Order

 25-09-2020 15:14:06

70752
21.09.20 12:59:15

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

Supplier Details			
Vivid World 204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc No**	70752	16514
	Doc Date	25-09-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	25-09-2020	
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	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 /	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	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 Lavanya
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Nilgiri Estates***

Authorised Signatory

Name :

Contact - -

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Niligiri Estates	Date:	21-09-20
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16514
Material required before date:		ID No.	60211

No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner refilling		1	No		
2	12a toner drum		1			
3						
4						
5						
6		70152				
7						
8						
9						
10						

Remarks: This is for Lavanya printer

Prepared By	K.Suneel	Approved by	
Sign.& Date	21-09-20	Sign. & Date	

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

Requisition Form

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

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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.