PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	13/11/20.	Prepared by:	D.SOWMYA
PO/WO no.	71880.	PO / WO Date.	5/11/20
Supplier Name	M/s vivid world.	PO/WO amount	655.
Firm/Company	NE	Project	NE.
Sl. No.	Bill No.	Bill Date	Bill amount
1	1873.	8/11/20.	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

Amount B –Other Credits : Transportation charges	-
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): GST-18%	-

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	**14.11.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	D					
Date	13/11/20.	13/11					

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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

71880

TAX INVOICE

Invoice No. : 1873			Transport Mode :
Invoice Date : 03/11/2020			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: 2509
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
HP12A LASER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
HP 12A LASERTONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
					555.00	99.90					654.90

Inward No: 622 Dt: 03/11/20
MRN No: Dt:
Received By: Sannyasi Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 71429 Date 23/11/20 Sign. Neha

		555.00
RS . SIX HUNDRED FIFTY FOUR AND NINTY PAISE ONLY. (RS.654.90)	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	Sd/	Certified that the particulars given above are true and correct
Branch	: Narayanguda Branch		For VIVID WORLD
Bank A/C	: 406746378		
Bank IFSC	: IDIB000N015	Common Seal	Authorized Signatory

VIVID WORLD Hyderabad

Requisition Form

Company Name:	Nilgiri Estates	Date:	03-11-2020
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16641
Material required before date:		ID No.	61305

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

P.O. 41880

Remarks: This is Lavanya

Prepared By	Suneel	Approved by	
Sign.& Date	03-11-2020	Sign. & Date	

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

Purchase Order

 05-11-2020 15:53:00

71880
30.10.20 4:44:41

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	**Doc No**	71880	16641
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	05-11-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	05-11-2020	
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	3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
2	3523 - Computers and Peripherals - Toner refill - NA - 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 /	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 : __/__/____