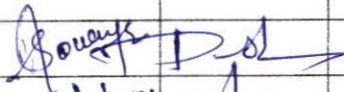


Advice for approval for credit to supplier

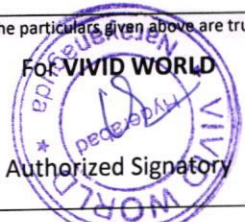
Date:	13/11/20.		Prepared by:	D.SOWMYA			
PO/WO no.	71880.		PO / WO Date.	5/11/20			
Supplier Name	M/s Vivid world.		PO/WO amount	655			
Firm/Company	NE		Project	NE			
Sl. No.	Bill No.	Bill Date	Bill amount				
1	1873.	8/11/20.	655				
2							
3							
4							
Amount A – Bills total(Excluding Transport & 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	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
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/-

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

71880

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, 2 ND FLOOR, SOHAM MANSION, MG ROAD , SECBAD.					GATE PASS NO: 2509						
GST: 36AAHFN0766F1ZA					GSTIN :						
State : TELANGANA			Co de		State :				Code		
Product Description	HSN Code	U O M	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST	TOTAL	
							RATE	AMT	RATE	AMT	
HP12A LASER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	9%	20.70	
HP 12A LASERTONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	
					555.00	99.90				654.90	
										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						Certified that the particulars given above are true and correct 					
Bank Name	: INDIAN BANK										
Branch	: Narayanguda Branch										
Bank A/C	: 406746378										
Bank IFSC	: IDIB000N015		Common Seal								

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

Page(s) 1 Of 1

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 DetailsVivid World
204, Kubera Towers, Narayanaguda, Hyderabad.**GSTIN** 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

Doc No	71880	16641
Doc Date	05-11-2020	
Quote No	Nil	
Quote Date	05-11-2020	
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, IInd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penalty 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 : __/__/__