PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	03/12/2020	Prepared by:	Neha
PO/WO no.	72529	PO / WO Date.	27/11/2020
Supplier Name	Vivid world	PO/WO amount	271.4/–
Firm/Company	Nilgiri Estates	Project	Head office
Sl. No.	Bill No	Bill Date	Bill amount
1	1900	27/11/2020	271.4/–
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			271.4/–

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			85903	□ 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:	271.4/–
Amount E – PO / WO value:	271.4/–
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	07/12/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	03/12/20	3/12					

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

72529

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. : 1900			Transport Mode :
Invoice Date : 27/11/2020			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-3.			GATE PASS NO:2520
GST: 36AAHFN0766F1ZA.			GSTIN :
State : TELANGANA	Code		State : / Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
HP 12A LASER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
					230.00	41.40					271.40

INWARD
Inward No: 521 Dt: 28/11/20
MRN No: 85903 Dt:
Received By: Kumaran Sign:
MODI PROPERTIES

		230.00
RS. TWO HUNDRED SEVENTY ONE AND FORTY PAISE ONLY. (RS.271.40)	ADD :CGST 9%	20.70
	ADD: SGST 9%	20.70
	Total Amount After Tax	271.40
	GST on Reverse Charge	

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 7165 Date 28/11 Sign Nehe

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

VIVID WORLD Hyderabad Narayanguda

Purchase Order

 28-11-2020 10:57:44 Orig 72529

25.11.20 1:07:27

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**	72529	16698
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	27-11-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	27-11-2020	
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	3523 - Computers and Peripherals - Toner refill - NA - nos	1.00	230.00	0.00	18.00	271.40
					Total Order Value . . .	**271.40**

Rupees : Two Hundred Seventy One and Paise Fourty 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 Lavanya
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Nilgiri Estates***

ised Signatory

28/11/2020

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Nilgiri Estates	Date:	2711-2020
Site & Phase :	Head Office	Time:	
Supplier	Vivid world	Req. No.	16698
Material required before date:		ID No.	61876

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

P.O. 72529

APPROVED
28 NOV 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: This is for Lavanya printer

Prepared By	Suneel	Approved by	
Sign.& Date	27-11-2020	Sign. & Date	

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