PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	11/12/2020	Prepared by:	NEHA .C
PO/WO no.	72664	PO / WO Date.	03/12/2020
Supplier Name	M/s Vivid world	PO/WO amount	1964.7/-
Firm/Company	Vista Homes	Project	Vista Homes
Sl. No.	Bill No.	Bill Date	Bill amount
1	1904	29/11/2020	1964.7/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1964.7/-

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:	1964.7/-
Amount E – PO / WO value:	1964.7/-
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	14/12/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	11/12/20	11/12					

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

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

72664

TAX INVOICE

Invoice No. : 1904			Transport Mode :
Invoice Date : 29/11/2020			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 ROAD , SECBAD.			GATE PASS NO:255
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		03	230.00	690.00	124.20	9%	62.10	9%	62.10	814.20
HP 12A LASER TONER DRUM	8443		03	325.00	975.00	175.50	9%	87.75	9%	87.75	1150.50
					1665.00	299.70					1964.70

INWARD
Inward No: 25394 Dt: 28/11/20
MRN No: Dt:
Received By Sign: Nikhil

RS. ONE THOUSAND NINE HUNDRED SIXTY FOUR AND SEVENTY PAISE ONLY..
(RS.1964.70)

	1665.00
ADD :CGST 9%	149.85
ADD: SGST 9%	149.85
Total Amount After Tax	1964.70
GST on Reverse Charge	

INWARD No: 12000 Date: 09/12 Sign: Nikhil
72000

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

72664
25.11.20 1:28:07

 03-12-2020 11:45:07 Origi

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 204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc No**	72664	99961
	Doc Date	03-12-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	03-12-2020	
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	3.00	325.00	0.00	18.00	1,150.50
2	3523 - Computers and Peripherals - Toner refill - NA - nos	3.00	230.00	0.00	18.00	814.20
					Total Order Value . . .	**1,964.70**

Rupees : One Thousand Nine Hundred Sixty Four and Paise Seventy 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 office use
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Vista Homes*
Authorised Signatory
03/12/2020
Name : ______

Accepted the above Terms And Conditions
For *Vivid World*
Name : ______
Date : __/__/____

Contact : -

Requisition Form

Company Name:	Vista Homes	Date:	24.11.2020
Site & Phase :	Vista Homes	Time:	11:30
Supplier:	-	Req. No.	99961
Material required before date:	25.11.20	ID No.	61819

No	Description	Size	Quantity	Units	Inward No	Date
1	**cartridge refilling**	Std	03	No's		
2						
3						
4	72664					
5						
6						
7						
8						
9						
10						
11						

Remarks: For Site office purpose.

Prepared By	T.Madhu	Approved by	
Sign.& Date	23.11.2020	Sign. & Date	

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

Requisition Form

Company Name:	Vista Homes	Date:	10.11.20
Site & Phase :	Vista Homes	Time:	13:00
Supplier	12.11.2020	Req. No.	
Material required before date:	12.11.2020	ID No.	

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

Remarks:

Prepared By	T.Madhu	Approved by	
Sign.& Date	10.11.2020	Sign. & Date	

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