PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/2/21.	Prepared by:	D.SOWMYA
PO/WO no.	74521	PO / WO Date.	6/2/21
Supplier Name	M/s Vividworld.	PO/WO amount	655
Firm/Company	NE	Project	NE
Sl. No.	Bill No.	Bill Date	Bill amount
1	1994.	4/2/21.	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	**20.2.2021**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			27 FEB 2021				
Date	13/2/21	27/2					

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

TAX INVOICE

Invoice No. : 1994			Transport Mode :
Invoice Date :04/02/2021			Vehicle Number : #4521
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 , SOHAM MANSION, MG ROAD, SECBAD.			GATE PASS NO:2791
GST:			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: 801 Dt: 04/02/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

RS. SIX HUNDRED FIFTY FOUR AND NINTY PAISE ONLY. **(RS.654.90)**		555.00
	ADD :CGST 9%	49.95
	ADD: SGST 9%	49.95
	Total Amount After Tax	654.90
	GST on Reverse Charge	

MODI PROPERTIES PVT. LTD. SECBAD
INWARD No. 79258 Date: 11/02/21

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

Page(s) 1 Of 1 08-02-2021 11:50:20

Purchase Order

74521
05.02.21 11:35:32

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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.

GSTIN 36AVTPS1528D1ZB
6682-3161/ 6682-3171 92462-15868

Doc No	74521	182614
Doc Date	06-02-2021	
Quote No	Nil	
Quote Date	06-02-2021	
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
	Rupees : Six Hundred Fifty Four and Paise Ninty Only.				**Total Order Value . . .**	**654.90**

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 purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Nilgiri Estates*
Authorised Signatory

Name : 08/02/2021

Accepted the above Terms And Conditions
For *Vivid World*

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	Nilgiri Estates		
Site & Phase :	Head office	Date:	04-02-2021
Supplier		Time:	
Material required before date:		Req. No.	182614
		ID No.	63662

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

Remarks: This is for lavanaya printer

APPROVED
08 FEB 2021
MINISH PARIKH
MANAGER PRODUCT

Prepared By	Suneel	Approved by	
Sign.& Date	04-02-2021	Sign. & Date	

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