PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/3/21	Prepared by:	PRABHAKAR
PO/WO no.	75356	PO / WO Date.	25/2/21
Supplier Name	Vivid world	PO/WO amount	1852.60
Firm/Company	Nilgiri Estates	Project	H.O.
Sl. No.	Bill No.	Bill Date	Bill amount
1	2012	25/2/21	1852.60
2			
3			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1852.60

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			89221	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits : Transportation charges/Charges	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	1852.60
Amount E – PO / WO value:	1852.60
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	29/3
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]	25 MAR 2021				
Date		17/3					

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. : 2012	
Invoice Date :25/02/2021	Transport Mode : By bike
Reverse Charge (Y/N) :	Vehicle Number : TS09EQ6533
State : TELANGANA Code 36	Date of Supply : 25/02/2021
Bill to Party	Ship to Party
Address: M/S. NILGIRI ESTATES (RAMPALLY STE), 5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MG RAOD , SECBAD.	GATE PASS NO:2618 75356
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
HP 12 A LASER TONER REFILLING	3707		04	230.00	920.00	165.60	9%	82.80	9%	82.80	1085.60
HP 12A LASER TONER DRUM	8443		02	325.00	650.00	117.00	9%	58.50	9%	58.50	767.00
					1570.00	282.60					1852.60

RS. ONE THOUSAND EIGHT HUNDRED FIFTY TWO AND SIXTY PAISE ONLY….

(RS.1852.60)

	1570.00
ADD :CGST 9%	141.30
ADD: SGST 9%	141.30
Total Amount After Tax	1852.60
GST on Reverse Charge	

Bank Details

Bank Name	: INDIAN BANK
Branch	: Narayanguda Branch
Bank A/C	: 406746378
Bank IFSC	: IDIB000N015

Common Seal

INWARD
Inward No: 22492 Dt: 25/02/21
MRN No: 89221 Dt: 25/02/21
Received By: Ashish Sign.
Nilgiri Estates

Certified that the particulars given above are true and correct

For VIVID WORLD
Authorized Signatory
VIVID WORLD Hyderabad Narayanaguda

MODI PROPERTIES
INWARD
No: 74926
Date: 2/3/21

Requisition Form

Company Name:	Nilgiri Estates	Date:	25-02-2021
Site & Phase :	Head office	Time:	
Supplier		Req. No.	182675
Material required before date:		ID No.	64437

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner Refilling		04	Nos		
2	12A Drum		02	Nos		
3	75356					
4						
5						
6						
7						
8						
9						
10						

Remarks: For site use

Prepared By	Suneel	Approved by	APPROVED
Sign.& Date	25-02-2021	Sign. & Date	11 MAR 2021 P. PRABHAKAR Sr. MANAGER PURCHASE

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

 10-03-2021 10:31:11 AM

Purchase Order

75356
04.03.21 12:23:55

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.	**Doc No**	75356	182675
	Doc Date	25-02-2021	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	25-02-2021	
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	4.00	230.00	0.00	18.00	1,085.60
2	3522 - Computers and Peripherals - Toner drum - NA - nos	2.00	325.00	0.00	18.00	767.00
	Total Order Value . . .					**1,852.60**

Rupees : One Thousand Eight Hundred Fifty Two and Paise Sixty 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 Site use purpose
Completion Date	nill
Measurment	Nil
Security	Nil
Remarks	

For ***Nilgiri Estates***
Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions
For ***Vivid World***

Name : ____________

Date : __/__/____