

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 27/3/21		Prepared by: NEHA	
PO/WO no. 75391		PO / WO Date. 25/2/21	
Supplier Name Vival world		PO/WO amount 773/-	
Firm/Company NE		Project	
Sl. No.	Bill No.	Bill Date	Bill amount
1	2013	25/2/21	773/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			773/-
Sl. No.	DC No	DC. Date	MRN No.
1.	1	1	
2.			
3.			
Amount B - Other Credits : Transportation charges			
Amount C - Other Debits :			
Amount D (D=A+B-C) - Amount to be credited to the supplier.			
Amount E - PO / WO value:			773/-
Amount F - Difference (A - E): GST-18%			773/-
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		21/4/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			29 MAR 2021
Date	27/3/21	25/3	

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/-

Requisition Form

Company Name:		Niligiri Estates		Date:		25-02-2021	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		182 676	
Material required before date:				ID No.		64441	
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A toner refilling		1	No			
2	12A Toner Drum		1	No			
3	12A PCR		1	No			
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for Lavanya printer							
Prepared By		Suneel		Approved by			
Sign. & Date		25-02-2021		Sign. & Date			

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

APPROVED
11 MAR 2021
A. PRABHAKAR
Sr. MANAGER PURCHASE

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

75391

TAX INVOICE

Invoice No. : 2013

Invoice Date : 25/02/2021

Reverse Charge (Y/N) :

State : TELANGANA

Code

36

Transport Mode :

Vehicle Number :

Date of Supply :

Bill to Party

Address: M/S. NILGIRI ESTATES,
5-4-187/3&4, 2ND FLOOR, SOHAM MANSION,
MG ROAD, SECBAD.

Ship to Party

GATE PASS NO:2856

GST: 36AAHFN0766F1ZA

GSTIN :

State : TELANGANA

State :

Code

Co
de

Product Description

HSN
Code

U
O
M

Qty.

Rate

Amount

TAXABLE
VALUE

CGST

SGST

TOTAL

HP 12 A LASER TONER REFILLING

3707

01

230.00

230.00

41.40

RATE

AMT

RATE

AMT

9%

20.70

9%

20.0

271.40

HP 12A LASER TONER DRUM

8443

01

325.00

325.00

58.50

9%

29.25

9%

29.25

383.50

HP 12A LASER TONER PCR

8443

01

100.00

100.00

18.00

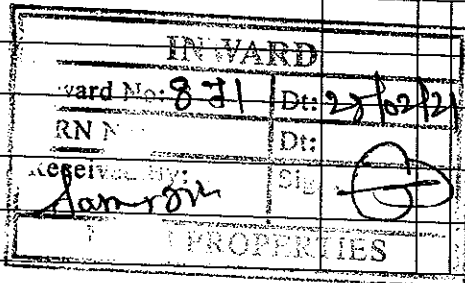
9%

9.00

9%

9.00

118.00



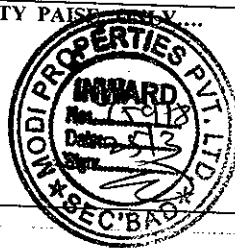
655.00

117.90

772.90

RS. SEVEN HUNDRED SEVENTY TWO AND NINTY PAISE

(RS.772.90)



ADD :CGST 9%

655.00

ADD: SGST 9%

58.95

Total Amount After Tax

58.95

GST on Reverse Charge

772.90

Bank Details

Bank Name : INDIAN BANK

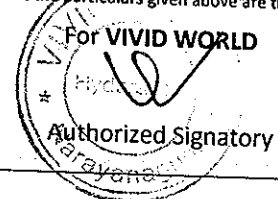
Branch : Narayanguda Branch

Bank A/C : 406746378

Bank IFSC : IDIB000N015

Common Seal

Certified that the particulars given above are true and correct



Purchase Order

Page(S) 1 Of 1

10-03-2021 10:31:11 AM



75391

PY

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

04.03.21 12:23:55

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

Doc No	75391	182676
Doc Date	25-02-2021	
Quote No	Nil	
Quote Date	25-02-2021	
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
3 3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	100.00	0.00	18.00	118.00
Total Order Value . . .					772.90
Rupees : Seven Hundred Seventy Two 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, II nd 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 Site use purpose**Completion Date** nill**Measurment** Nil**Security** Nil**Remarks**For **Nilgiri Estates**

Authorised Signatory

Accepted the above Terms And Conditions

For **Vivid World**Name : 

Name : _____

Date : __/__/__