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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	23-04-2021	Prepared by:	BHAVANI
PO/WO no.	76569	PO / WO Date.	20-03-21
Supplier Name	vivid world	PO/WO amount	389
Firm/Company	Vista Homes	Project	Ho
Sl. No.	Bill No.	Bill Date	Bill amount
1	2037	20-03-21	389
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			389

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:	389
Amount E – PO / WO value:	389
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	30/4/21
Remarks: Incentive RS-20/-	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Bavani	[signature]					
Date	23/4/21	23/4					

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. : 2037		Transport Mode :
Invoice Date :20/03/2021		Vehicle Number :
Reverse Charge (Y/N) :		Date of Supply :
State : TELANGANA	Code 36	
Bill to Party		Ship to Party
Address: M/S. VISTA HOMES 5-4-187/3&4, 2ND FLOOR , SOHAM MANSION, MG ROAD , SECBAD-3.		GATE PAS NO:2863
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		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
HP 12A LASER TONER MAGNET	8443		01	100.00	100.00	18.00	9%	9.00	9%	9.00	118.00
					330.00	59.40					389.40

INWARD
Inward No: 943 Dt: 20/3/21
MRN No: Dt:
Received By: Sairam Sign:
PROPERTIES

		330.00
RS. THREE HUNDRED EIGHTY NINE AND FORTY PAISE ONLY....	ADD :CGST 9%	29.70
(RS.389.40)	ADD: SGST 9%	29.70
	Total Amount After Tax	389.40
	GST on Reverse Charge	

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

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 29816
Date 22/4
Sign.

Purchase Order

21-Apr-21 4:34:47 PM

76569

16.04.21 1:10:46

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	**Doc No**	76569	182782
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	20-03-2021	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	21-04-2021	
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	1.00	230.00	0.00	18.00	271.40
2	3522 - Computers and Peripherals - Toner drum - NA - nos *Tonner Magnet*	1.00	100.00	0.00	18.00	118.00
				Total Order Value . . .		**389.40**

Rupees : Three Hundred Eighty Nine 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 Rajyalakshmi purpose
Completion Date	nill
Measurment	Nil
Security	Nil
Remarks	.

For ***Vista Homes***

Authorised Signatory

Name : ______________

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	Vista Homes	Date:	20-04-21
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	182782
Material required before date:		ID No.	65569

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Refilling		1	No		
2	12A Drum		1	No		
3						
4						
5						
6	76569					
7						
8						
9						
10						

Remarks: This is for Rajayalaxmi Printers

Prepared By	K.Lakshmi Durga	Approved by	
Sign.& Date	20-04-21	Sign. & Date	

APPROVED
22 APR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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