

PURCHASE DIVISION
Advice for approval for credit to supplier

✓

Date:		5/8/21		Prepared by:		BHAVANI	
PO/WO no.		79321		PO / WO Date.		26/7/21	
Supplier Name		vivid world		PO/WO amount		655	
Firm/Company		Nilgiri Estate		Project		H0	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	2129	26/7/21		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			9/8/21				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	5/8/21	5/8/21					

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/-

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 2129			Transport Mode
Invoice Date : 26/07/2021			Vehicle Number
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

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

GATE PASS NO: 2965.

GST: 36AAHFN0766F1ZA.

GSTIN :

State : TELANGANA

State :

[illegible][illegible]

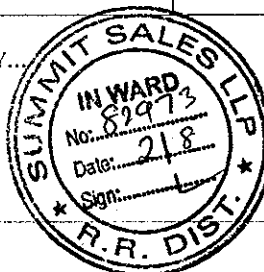
555.00	99.90
--------	-------

654.90

555 00

RS. SIX HUNDRED FIFTY FOUR AND NINTY PAISE ONLY..

(RS.654.90)



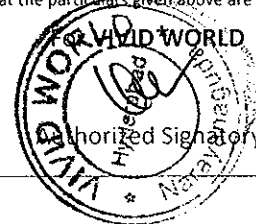
ADD :CGS	3%	49.95
ADD: SGS	3%	49.95
Total Amount	After Tax	654.90
GST on Reverse Charge		

Ce ~~fied~~ that the particulars given above are true and correct

Bank Details

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

Common Seal



Requisition Form

15

Company Name:		Nilgiri Estates		Date:		26-07-2021	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		183074	
Material required before date:				ID No.		68007	
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A Refilling		1	No			
2	12A Drum		1	No			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for lavanya printer							
Prepared By		Suneel		Approved by			
Sign. & Date		26-07-2021		Sign. & Date			

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

APPROVED
28 JUL 2021
I.P. PRASHAKAR
SENIOR PURCHASE

Purchase Order

Page(s) 1 Of 1

03-08-2021 16:32:48



ipy

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

79321
31.07.21 2:18:25

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

Doc No	79321	183074
Doc Date	26-07-2021	
Quote No	Nil	
Quote Date	03-07-2021	
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 12A	1.00	230.00	0.00	18.00	271.40
2 3522 - Computers and Peripherals - Toner drum - NA - nos 12A	1.00	325.00	0.00	18.00	383.50
Total Order Value . . .					654.90

Rupees : Six Hundred Fifty Four 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 Lavanya purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **Nilgiri Estates**

Authorised Signatory

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Name : _____

Date : __/__/__

Contact