

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 19/8/21		Prepared by: BHAVANI	
PO/WO no. 79749		PO / WO Date. 16/8/21	
Supplier Name vivid world		PO/WO amount 655	
Firm/Company Nilgiri Estate		Project NE	
Sl. No.	Bill No.	Bill Date	Bill amount
1	2149	16/8/21	655
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			655
Sl. No.	DC .No	DC. Date	MRN No.
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:			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		23/8/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date	19/8/21	19/8/21	

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. : 2149			Transport Mode :
Invoice Date :16/08/2021			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Ship to Party

GATE PASS NO:2978

GSTIN :

State :

Code

INWARD	
Inward No: 293	Di: 11/8/84
MRN No:	Di:
Received By: J. J. J.	Sign: 
MODI PROPERTIES	

(RS .654.90)

ADD :CGST 9%

ADD: SGST 9%

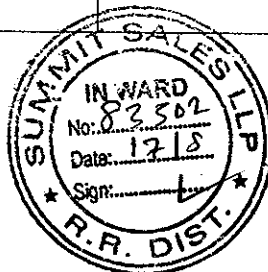
Total Amount After Tax	
------------------------	--

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

Certified that the particulars given above are true and correct

For **VIVID WORLD**

Authorized Signatory



Purchase Order

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19-08-2021 13:22:09



79749

12.08.21 2:08:31

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

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

Doc No	79749	183116
Doc Date	16-08-2021	
Quote No	Nil	
Quote Date	16-08-2021	
SupplyType	Supply	

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

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 Ho 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 : _____

Company Name:		Nilgiri Estates		Date:		16-08-2021	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		183116	
Material required before date:				ID No.		68520	
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A tonner refilling		1	No			
2	12A Toner Drum		1	No			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for HO							
Prepared By		Suneel		Approved by			
Sign. & Date		16-08-2021		Sign. & Date			

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

P. Prabhakar

APPROVED
17 JUN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE