PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30/8/21	Prepared by:	MOUNIKA
PO/WO no.	80075	PO / WO Date.	20/8/21
Supplier Name	Vivid world	PO/WO amount	271.40/-
Firm/Company	Vista Homes	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	2155	20/8/21	271.40/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			271.40/-

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:	271.40/-
Amount E – PO / WO value:	271.40/-
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	6/9/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Mounika	[signature]					
Date	30/8/21	30/8/21					

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/-

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Requisition Form

Company Name:	Vista Homes	Date:	20-08-2021
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	183135
Material required before date:		ID No.	68691

No	Description	Size	Quantity	Units	Inward No	Date
1	12a Toner refilling		1	No		
2						
3						
4						
5	80075					
6						
7						
8						
9						
10						

Remarks: This is for Head office

APPROVED
21 AUG 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

Prepared By	Suneel	Approved by	
Sign.& Date	20-8-2021	Sign. & Date	

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

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. : 2155			Transport Mode :
Invoice Date :20/08/2021			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.	GATE PASS N:2980
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
					230.00	41.40					271.40

Inward No: 307 Dt: 20/08/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

RS. TWO HUNDRED SEVENTY ONE AND FORTY PAISE ONLY....

(RS .271.40)

	230.00
ADD :CGST 9%	20.70
ADD: SGST 9%	20.70
Total Amount After Tax	271.40

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

VIVID WORLD Narayanguda Hyderabad

Authorized Signatory

Purchase Order

80075
27.08.21 3:29:57

 27-08-2021 16:05:39

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
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB
6682-3161/ 6682-3171 92462-15868

Doc No	80075	183135
Doc Date	20-08-2021	
Quote No	Nil	
Quote Date	20-08-2021	
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
					Total Order Value . . .	**271.40**

Rupees : Two Hundred Seventy One and Paise Fourty 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 Ho purpose.
Completion Date Nil
Measurment Nil
Security Nil
Remarks

For *Vista Homes*
Authorised Signatory

Name : ______________

Contact - -

Accepted the above Terms And Conditions
For *Vivid World*

Name : ______________

Date : __/__/____