

PURCHASE DIVISION
Advice for approval for credit to supplier

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Date: 18/9/21		Prepared by: BHAVANI	
PO/WO no. 86748		PO / WO Date. 17/9/21	
Supplier Name vivid world		PO/WO amount 1316	
Firm/Company Nilgiri Estaty		Project NE	
Sl. No.	Bill No.	Bill Date	Bill amount
1	2168	17/9/21	1316
2			/
3			/
4			/
Amount A – Bills total(Excluding Transport & Hamali Charges):			1316
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:			1316
Amount E – PO / WO value:			1316
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		20/9/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			11 SEP 2021
Date: 18/9/21			

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. : 2168			Transport Mode :		
Invoice Date :17/09/2021			Vehicle Number :		
Reverse Charge (Y/N) :			Date of Supply :		
State : TELANGANA		Code	36		
Bill to Party			Ship to Party		
Address: M/S. NILGIRI ESTATES (RAMPALLY SITE), , 5-4-187/3&4, 2 ND FLOOR, SOHAM MANSION, MG ROAD, SECBAD.			GATEPASS NO: 5913		

GSTIN :

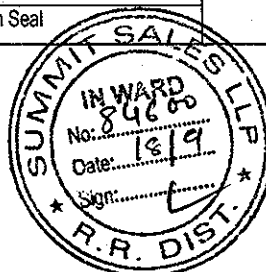
State :

[illegible]

ADD :CGST 9%	100.35
ADD: SGST 9%	100.35
Total Amount After Tax	1315.70

Certified that the particulars given above are true and correct

Authorized Signatory



Purchase Order

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17-09-2021 14:52:50

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80748

14.09.21 11:35:46

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

Supplier Details			
Vivid World 204, Kubera Towers, Narayanaguda, Hyderabad. GSTIN 36AVTPS1528D1ZB 6682-3161/ 6682-3171 92462-15868	Doc No	80748	175371
	Doc Date	17-09-2021	
	Quote No	Nil	
	Quote Date	17-09-2021	
	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	3.00	230.00	0.00	18.00	814.20
2 3522 - Computers and Peripherals - Toner drum - NA - nos 12A	1.00	325.00	0.00	18.00	383.50
3 3530 - Computers and Peripherals - Toner Magnet - Other - nos 12A PCR	1.00	100.00	0.00	18.00	118.00
Total Order Value ...					1,315.70
Rupees : One Thousand Three Hundred Fifteen and Paise Seventy 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	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
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 office purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For Nilgiri Estates

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For Vivid World

Name : _____

Date : __/__/__

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Certified by:



Project Manager
Nilgiri Estates

Company Name:		Date :				
Site & Phase :		Time:				
Supplier		Req. No.				
Material required before date:		Urgent				
ID No.						
No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
Remarks:						
Prepared By		Approved by				
Sign.& Date		Sign. & Date				