


PURCHASE DIVISION  
Advice for approval for credit to supplier

(E) (M)

Date:		30/10/21		Prepared by:		Mounika	
PO/WO no.		81226		PO / WO Date.		24/9/21	
Supplier Name		Vivid world		PO/WO amount		6551-	
Firm/Company		Vista Homes		Project		Ho	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	2173	24/9/21		6551-			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						6551-	
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN			
1.				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B –Other Credits :_Transportation charges						-	
Amount C –Other Debits :						-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:						6551-	
Amount E – PO / WO value:						6551-	
Amount F – Difference (A – E): GST-18%						-	
Quantity received as per PO /WO			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)				
Is difference between PO / Bill acceptable?			<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)				
Excess / short material received			<input type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)				
Close PO / W?O			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)				
Advance paid / PDC given (deduct when paying)			<input type="checkbox"/> Yes – Rs. ___/- <input checked="" type="checkbox"/> No				
Payment – due date			1/11/21				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	30/10/21						

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/-

# 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

PO 81226

## TAX INVOICE

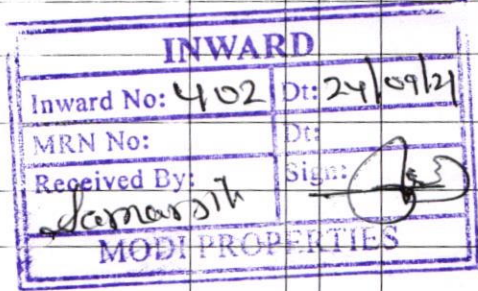
Invoice No. : 2173	Transport Mode :
Invoice Date : 24/09/2021	Vehicle Number :
Reverse Charge (Y/N) :	Date of Supply :
State : TELANGANA	Code : 36
Bill to Party	Ship to Party
Address: M/S. VISTA HOMES, 5-4-187/3&4, 2 <sup>ND</sup> FLOOR, SOHAM MANSION, MG ROAD , SECBAD-3	GATE PASS NO:2801

GST: 36AAGFV2068P1ZJ

GSTIN :

State : TELANGANA Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
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 DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50



555.00 99.90 654.90

RS. SIX HUNDRED FIFTY FOUR AND NINTY PAISE ONLY

(RS . 654.90)



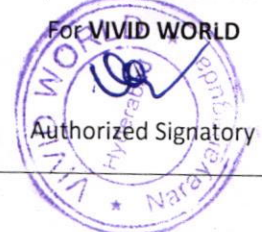
ADD :CGST 9%	49.95
ADD: SGST 9%	49.95
Total Amount After Tax	654.90

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



# Purchase Order



81226  
30.09.21 4:25:50

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01-10-2021 13:43:33

From Company : **Vista Homes**  
5-4-187/3 & 4, IIInd 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

<b>Doc No</b>	81226	183206
<b>Doc Date</b>	24-09-2021	
<b>Quote No</b>	Nil	
<b>Quote Date</b>	24-09-2021	
<b>SupplyType</b>	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 HP 12A	1.00	230.00	0.00	18.00	271.40
2 3523 - Computers and Peripherals - Toner refill - NA - nos HP 12A	1.00	325.00	0.00	18.00	383.50
<b>Total Order Value . . .</b>					<b>654.90</b>

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 **Vista Homes**

Authorised Signatory

Name : \_\_\_\_\_

Contact : \_\_\_\_\_

Accepted the above Terms And Conditions

For **Vivid World**

Name : \_\_\_\_\_

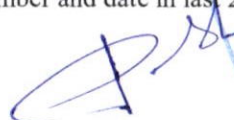
Date : \_\_\_/\_\_\_/\_\_\_

## Requisition Form

1246

Company Name:		Vista Homes		Date:		24-09-2021	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		183206	
Material required before date:					ID No.		69773
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		24-09-2021		Sign. & Date			

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

  
**APPROVED**  
 - 3 OCT 2021  
**P. PRABHAKAR**  
 Sr. MANAGER PURCHASE

**APPROVED**  
**P. PRABHAKAR**  
 Sr. MANAGER PURCHASE