PURCHASE DIVISION

Advice for approval for credit to supplier

(B) (M)

| | | | |
|---|---|---|---|
| Date: | 8/11/21 | Prepared by: | Sneha. |
| PO/WO no. | 82329 | PO / WO Date. | 26/10/21 |
| Supplier Name | Vivid world | PO/WO amount | 389.40/- |
| Firm/Company | Vista Homes | Project | 41.0 |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 2194 | 26/10/21 | 389.40/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 389.40/- |

| 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: | 389.40/- |
| Amount E – PO / WO value: | 389.40/- |
| 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 | 15/11/21 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Sneha | | | | | | |
| Date | 8/11/21 | | | | | | |

APPROVED
08 NOV 2021
MINISH PARIKH
MANAGER PROCUREMENT

Notes: 1. In case amount to be credited to supplier and the bill 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**

## TAX INVOICE

| | |
|---|---|
| Invoice No. : 2194 | Transport Mode : |
| Invoice Date :26/10/2021 | 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, MG ROAD , SECBAD. | GATE PASS NO: 2818 |
| **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 |
| HP 12A LASER TONER ~~DRUM~~ Blade | 8443 | | 01 | 100.00 | 100.00 | 18.00 | 9% | 9.00 | 9% | 9.00 | 118.00 |
| | | | | | 330.00 | 59.40 | | | | | 389.40 |

INWARD
Inward No: 499 Dt: 26/10/21
MRN No: Dt:
Received By: Sampath Sign:
MODI PROPERTIES

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 56312
Date: 2.11.21
Sign:

**RS . THREE HUNDRED EIGHTY NINE AND FORTY PAISE ONLY**

**(RS .389.40)**

| | |
|---|---|
| | 330.00 |
| ADD :CGST 9% | 29.70 |
| ADD: SGST 9% | 29.70 |
| Total Amount After Tax | 389.40 |

| 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 Hyderabad Narayanaguda

Authorized Signatory

# Purchase Order

Page(s) 1 Of 1 05-11-2021 11:10:50

82329
30.10.21 11:22:44

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 | **Doc No** | 82329 | 183255 |
| 204, Kubera Towers, Narayanaguda, Hyderabad. | **Doc Date** | 26-10-2021 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AVTPS1528D1ZB | **Quote Date** | 26-10-2021 | |
| 6682-3161/ 6682-3171 92462-15868 | **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<br>*12A* | 1.00 | 230.00 | 0.00 | 18.00 | 271.40 |
| 2 | 3530 - Computers and Peripherals - Toner Magnet - Other - nos<br>*Blade* | 1.00 | 100.00 | 0.00 | 18.00 | 118.00 |
| | **Total Order Value . . .** | | | | | **389.40** |

Rupees : Three Hundred Eighty Nine 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 :

Accepted the above Terms And Conditions

For *Vivid World*

Name :

Date : __/__/____

1405

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Vista Homes | Date: | 26-10-2021 |
| Site & Phase : | Head Office | Time: | |
| Supplier | | Req. No. | 183255 |
| Material required before date: | | ID No. | 70786 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | 12A Toner refilling | | 1 | No | | |
| 2 | 12A toner magnet | | 1 | No | | |
| 3 | | | | | | |
| 4 | 82329 | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

Remarks: This is for Head office

| | | | |
|---|---|---|---|
| Prepared By | Suneel | Approved by | APPROVED 27 OCT 2021 P. PRABHAKAR Sr. MANAGER PURCHASE |
| Sign.& Date | 26-10-2021 | Sign. & Date | |

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