

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 1/2/22		Prepared by: R. Shankar		Serial no. 2001	
Supplier name: Vivid world				HO inward no.	
Firm/Company: Vistal Home		Project: HO		HO received date	
PO/WO date: 22/1/22		PO/WO No.: 85033		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	2260	22/1/22	654.90/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				655/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:		Proof of delivery matches MRN		☒ 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:				655/-	
Amount E – PO / WO value:				655/-	
Amount F – Difference (A – E):				—	
Quantity received as per PO / WO		☒ Yes ☐ Excess received ☐ Short received ☐ Part received			
Close PO / WO		☒ Yes ☐ No – wait for balance material ☐ Other			
Payment – due date		7/2/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	R. Shankar	D. Babbar			
Sign:	[Signature]	[Signature]			
Date	1/2/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 2260			Transport Mode :
Invoice Date :22/01/2022			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

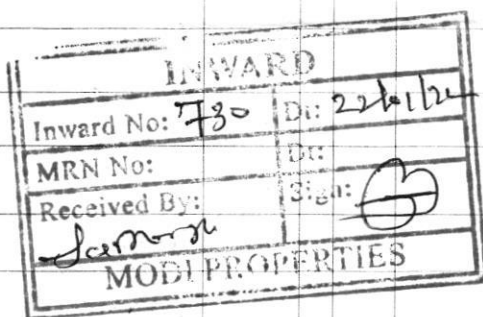
Ship to Party

GATE PASS NO:6627

GSTIN :

State :

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



(RS.654.90)



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

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**

Authorized Signatory

Purchase Order

Page(s) 1 Of 1

01-02-2022 10:56:33



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	85033	183386
Doc Date	22-01-2022	
Quote No	Nil	
Quote Date	22-01-2022	
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 HP12A	1.00	230.00	0.00	18.00	271.40
2 3522 - Computers and Peripherals - Toner drum - NA - nos HP12A	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 Site office Purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

For **Vista Homes**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Vivid World**

Date : __/__/__

Requisition Form

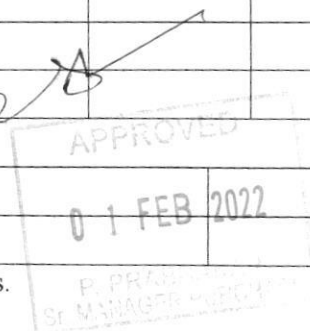
Company Name:		Vista homes		Date:		22-01-2022	
Site & Phase :		HO		Time:			
Supplier				Req. No.		183386	
Material required before date:					ID No.		73355

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner Refilling		1	No		
2	12A toner drum		1	No		
3						
4						
5	85033					
6						
7						
8						
9						
10						

Remarks: This is for site purpose

Prepared By		K.Suneel		Approved by			
Sign. & Date		22-01-2022		Sign. & Date			

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



Requisition Form

Company Name:				Date:			
---------------	--	--	--	-------	--	--	--