PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	19/2/22	Prepared by	[illegible]	Serial no.	2074
Supplier name	Vivid World			HO inward no.	
Firm/Company	Matrix Real Estate Con	Project	Estate Con UAAG	HO received date	
PO/WO date	14/2/22	PO/WO No.	85652	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2268	14/2/22	3841—	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3841—
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 103879 — 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:	3841—
Amount E – PO / WO value:	3841—
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	28/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	[illegible]				
Sign:	[illegible]	19 FEB 2022			
Date	19/2/22				
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.

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. : 2268				Transport Mode :	
Invoice Date :14/02/2022				Vehicle Number :	
Reverse Charge (Y/N) :				Date of Supply :	
State : TELANGANA	Code	36			
Bill to Party				Ship to Party	
Address: M/s. MATRIX REAL ESTATES CONSULTANTS LLP, 5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MG ROAD, SECBAD.				GATE PASS NO:6639	
GST: 36ABMFM3648K1ZQ				GSTIN :	
State : TELANGANA		Code		State :	Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
RICOH LASER TONER REFILLING	3707		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
					325.00	58.50					383.50

MODI PROPERTIES PVT. LTD. INWARD No. 444 Date 14/2/22 Sign SEC'BAD ★ 103879

SUMMIT SALES LLP IN WARD No: 91363 Date: 19/2 Sign: R.R. DIST.

RS. THREE HUNDRED EIGHTY THREE AND FIFTY PAISE ONLY...

(RS. 383.50)

	325.00
ADD :CGST 9%	29.25
ADD: SGST 9%	29.25
Total Amount After Tax	383.50

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**

Authorized Signatory

Purchase Order

 18-02-2022 14:08:07 Orig

85652
14.02.22 2:32:33

From Company : **Matrix Recon Pvt Ltd**
Senapathi Bapat Road,Lower Parel(W), Mumbai-400013
G S T No. : 27AAECM9665L1ZQ

Supplier Details			
Vivid World 204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc No**	85652	183405
	Doc Date	14-02-2022	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	14-02-2022	
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 *Ricoh*	1.00	325.00	0.00	18.00	383.50
					Total Order Value . . .	**383.50**

Rupees : Three Hundred Eighty Three and Paise Fifty 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	United Avenues-Amigo Sy no: 418,425,470, Near: Narsingi ORR Circle, Manchirevula, Gandipet,RR Dist, Telangana. Phone. 9618247247
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 site 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 ***Matrix Recon Pvt Ltd***

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For ***Vivid World***

Name : _____

Date : __/__/____

Requisition Form

Company Name:	Matrix Real Estates con	Date:	14-02-2022
Site & Phase :	UAAG	Time:	
Supplier		Req. No.	183405
Material required before date:		ID No.	73858

No	Description	Size	Quantity	Units	Inward No	Date
1	Ricoh Toner Refilling		1	No		
2						
3						
4						
5	85652					
6						
7						
8						
9						
10						

Remarks: This is for site purpose

APPROVED
15 FEB 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

Prepared By	K.Suneel	Approved by	
Sign.& Date	14-02-2022	Sign. & Date	

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

Requisition Form

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Prepared By		Approved by	
Sign.& Date		Sign. & Date	

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