

PURCHASE DIVISION
Advice for approval for credit to supplier

(2)

Date: 14/3/22		Prepared by: <i>[Signature]</i>		Serial no. 2223	
Supplier name: <i>Vividworld</i>				HO inward no.	
Firm/Company: <i>Vistafarm</i>		Project: <i>HO</i>		HO received date	
PO/WO date: 11/3/22		PO/WO No. 86462		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2290	11/3/22	271.40/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A - Bills total (Excluding Transport & Hamali Charges):			271.40/-
Proof of delivery by way of ☒ DC/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos. 10498	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:			271/-
Amount E - PO / WO value:			271/-
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		21/3/22	
Remarks:			

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	<i>[Signature]</i>				
Sign:	<i>[Signature]</i>				
Date	14/3/22				
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 HQ 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. : 2290

Invoice Date : 11/03/2022

Reverse Charge (Y/N) :

State : TELANGANA

Code

36

Transport Mode :

Vehicle Number :

Date of Supply :

Bill to Party

Ship to Party

Address: M/s. VISTA HOMES,
5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MG RD, SECBAD

GST: 36AAGFV2068P1ZJ

GSTIN :

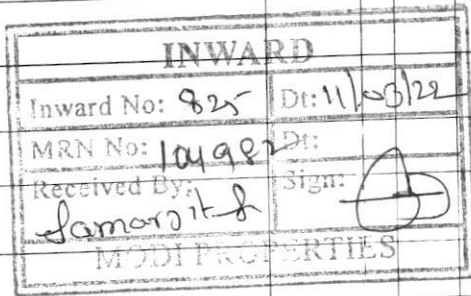
State : TELANGANA

Co
de

State :

Code

Product Description	HSN Code	U O M	Qty.	Rate	Amount	TAXABLE VALUE	CGST	SGST	TOTAL
HP 12A LASER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	271.40



RS. TWO HUNDRED SEVENTY ONE AND FORTY PAISE ONLY

(RS.271.40)



Bank Details	
Bank Name	: INDIAN BANK
Branch	: Narayanguda Branch
Bank A/C	: 406746378
Bank IFSC	: IDIB000N015

A. Pradeep Reddy
11-03-2022

Common Seal

	271.40
	230.00
ADD :CGST 9%	20.70
ADD :SGST 9%	20.70
Total Amount After Tax	271.40

Certified that the particulars given above are correct and correct

For VIVID WORLD



Authorized Signatory

92283

Purchase Order

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16-03-2022 13:25:21



86462

28.02.22 2:52:30

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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	86462	183440
Doc Date	11-03-2022	
Quote No	Nil	
Quote Date	11-03-2022	
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 12AHP	1.00	230.00	0.00	18.00	271.40
Total Order Value . . .					271.40

Rupees : Two Hundred Seventy One 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

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 Head 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

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Vista Homes		Date:		11-03-2022	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		183440	
Material required before date:				ID No.		74639	
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A Toner refilling		1	No			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for Head Office							
Prepared By		Suneel		Approved by			
Sign & Date		11-03-2022		Sign. & Date			

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

