PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

| | | | | | |
|---|---|---|---|---|---|
| Date: | 25/3/22 | Prepared by | Monish | Serial no. | 2441 |
| Supplier name | Vivid world | | | HO inward no. | |
| Firm/Company | NRK Biotech | Project | Ho | HO received date | |
| PO/WO date | 16/3/22 | PO/WO No. | 86722 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 2296 | 16/3/22 | 3891- | □ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 3891- |

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: | 3891- |
| Amount E – PO / WO value: | 3891- |
| 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 | 28/3/22 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Monish | APPROVED | | | |
| Sign: | Monish | [signature] | | | |
| Date | 25/3/22 | 26 MAR 2022 | | | |
| Approval limit | Upto 20k | Above 20k | Above 100k | Upto 20k | Above 20k |

Sr. MANAGER PURCHASE

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, G 2 Block, Indu Aranaya Pallavi Apts., Bandlaguda,
Nagole, Hyderabad – 500 068, Telangana State. Tel : +91-9246215868

**GSTIN : 36AVTPS1528D1ZB**

## TAX INVOICE

| | |
|---|---|
| Invoice No. : 2296 | |
| Invoice Date :16/03/2022 | Transport Mode : |
| Reverse Charge (Y/N) : | Vehicle Number : |
| State : TELANGANA — Code 36 | Date of Supply : |
| **Bill to Party** | **Ship to Party** |
| Address: M/s. NRK BIOTECH,<br>5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MG RD, SECBAD | GATE PASS NO :6659 |
| **GST: 36AACCD2775Q1Z3.** | 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 12 ALASER TONER 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: 837 Dt: 16/3/22
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

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

**(RS.389.40)**

SUMMIT SALES LLP
INWARD
No: 92531
Date: 23/3
Sign:
R.R. DIST.

| | |
|---|---|
| | 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**

Authorized Signatory

# Purchase Order

 24-03-2022 11:35:48

86722
16.03.22 2:13:34

From Company : **DR.NRK Biotech Private Limited**
Plot no.11,, TSIIC Industrial Development Area, Sno.230 to 243, Tu... ,
Malkajgiri, Telangana, 500078
G S T No. : 36AACCD2775Q1Z3

| **Supplier Details** | | | |
|---|---|---|---|
| Vivid World | **Doc No** | 86722 | 183448 |
| 204, Kubera Towers, Narayanaguda, Hyderabad. | **Doc Date** | 16-03-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AVTPS1528D1ZB | **Quote Date** | 16-03-2022 | |
| 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 *12A* | 1.00 | 230.00 | 0.00 | 18.00 | 271.40 |
| 2 | 3530 - Computers and Peripherals - Toner Magnet - Other - nos *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<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>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 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 ***DR.NRK Biotech Private Limited***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ____________________ Name : ____________________ Date : __/__/____

# Requisition Form

| Company Name: | NRK Biotech | Date: | 16-03-2022 |
|---|---|---|---|
| Site & Phase : | Head Office | Time: | |
| Supplier | | Req. No. | 183448 |
| Material required before date: | | ID No. | 74771 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | 12A Toner refilling | | 1 | No | | |
| 2 | 12A Blade | | 1 | No | | |
| 3 | | | | | | |
| 4 | 86722 | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

Remarks: This is for Head Office

| Prepared By | Suneel | Approved by | APPROVED 23 MAR 2022 P. PRABHAKAR Sr. MANAGER PURCHASE |
|---|---|---|---|
| Sign & Date | 16-03-2022 | Sign. & Date | |

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