

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 6/4/22		Prepared by: <i>gmonu</i>		Serial no. 2799	
Supplier name: Vivid world				HO inward no.	
Firm/Company: Gvrc		Project: Ho		HO received date	
PO/WO date: 29/3/22		PO/WO No. 87070		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2307	29/3/22	271/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 271/-

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
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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: 11/4/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	<i>gmonu</i>				
Sign:	<i>gmonu</i>				
Date	6/4/22				
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. : 2307			Transport Mode :
Invoice Date :29/03/2022			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Bill to Party

Ship to Party

Address: M/s. GV RESEARCH PVT LTD,
5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MG RD,
SECBAD.

GATE PASS NO:6664

GST: 36AAHCG4562D1ZP.

GSTIN :

State : TELANGANA	Co	State :	Code
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INWARD	
Inward No: 872	Dt: 29/3/22
MRN No:	Dt:
Received By: Samarth	Sign: 
MODI PROPERTIES	

RS. TWO HUNDRED SEVENTY ONE AND FORTY PAISE ONLY.
(RS.271.40)

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

Bank Details			Certified that the particulars given above are true and correct For VIVID WORLD  Authorized Signatory
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

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05-04-2022 11:43:24

Original



From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36AAHCG4562D1ZP

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

Doc No	87070	183465
Doc Date	29-03-2022	
Quote No	Nil	
Quote Date	29-03-2022	
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 HP 12 A	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 **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		G V Research Center		Date:		29-03-2022	
Site & Phase :		Head Office		Time:		183465	
Supplier				Req. No.		183465	
Material required before date:					ID No.		75255
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		29-03-2022		Sign. & Date			

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

