

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 12/4/22		Prepared by: [Signature]		Serial no. 3015	
Supplier name: Virid world				HO inward no.	
Firm/Company: GURC		Project: HO		HO received date	
PO/WO date: 5/4/22		PO/WO No. 87296		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	2313	5/4/22	2711-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.			/	☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				2711-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	106001		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:				2711-	
Amount E – PO / WO value:				2711-	
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		18/4/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	[Signature]				
Sign:	[Signature]				
Date	12/4/22				
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.

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. : 2313	Transport Mode :
Invoice Date :05/04/2022	Vehicle Number :
Reverse Charge (Y/N) :	Date of Supply :
State : TELANGANA	Code 36

Bill to Party

Ship to Party

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

GATE PASS NO:6668

GST: 36AAHCG4562D1Z9.

GSTIN :

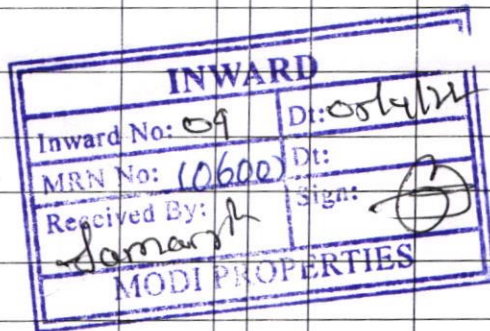
State : TELANGANA

Co
de
Qty.

State :

Code

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



230.00	41.40	271.40
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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

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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11-04-2022 15:54:35



87296

04.04.22 1:33:43

From Company : **G V Reserch Centers Pvt Ltd**

5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-5.

G S T No. : 36AAHCG4562D1ZP

Supplier DetailsVivid World
204, Kubera Towers, Narayanaguda, Hyderabad.**GSTIN** 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

Doc No	87296	183478
Doc Date	05-04-2022	
Quote No	Nil	
Quote Date	05-04-2022	
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 12A	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 Mahender Purchase manager and Prudvi 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

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:		G V Research Center		Date:		05-04-2022	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		183478	
Material required before date:					ID No.		75419

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

87296

Remarks: This is for Mahender purchase manager and prudvi

Prepared By	K.Suneel	Approved by	
Sign.& Date	05-04-2022	Sign. & Date	

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