

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 24/5/22		Prepared by: <i>[Signature]</i>		Serial no. - 4423	
Supplier name: Vivid world				HO inward no.	
Firm/Company: GVRC		Project: HO		HO received date	
PO/WO date: 23/5/22		PO/WO No. 88674		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	2352	23/5/22	501.50/-	☐ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				501.50/-	
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:				501.50/-	
Amount E – PO / WO value:				501.50/-	
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			6/6/22		
Remarks:					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	<i>[Signature]</i>				
Sign:	<i>[Signature]</i>				
Date	27/5/22				
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. : 2352

Invoice Date : 23/05/2022

Reverse Charge (Y/N) :

State : TELANGANA

Code

36

Transport Mode :

Vehicle Number :

Date of Supply :

Bill to Party

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

Ship to Party

GATE PASS NO:6698

GST:36ACQFS2044C1Z7.

GSTIN :

State : TELANGANA

Co
de

State :

Code

Product Description

HSN
Code

U
O
M

Qty.

Rate

Amount

TAXABLE
VALUE

CGST

SGST

TOTAL

RATE

AMT

RATE

AMT

HP 12A LASER TONER DRUM

8443

01

325.00

325.00

58.50

9%

29.25

9%

29.25

383.50

HP 12A LASER TONER BLADE

8443

01

100.00

100.00

18.00

9%

9.00

9%

9.00

118.00

425.00

76.50

501.50

RS. FIVE HUNDRED ONE AND FIFTY PAISE ONLY...

(RS.501.50)



70.65

425.00

38.25

ADD: SGST 9%

38.25

Total Amount After Tax

501.50

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

Page(s) 1 Of 1

27-05-2022 16:04:36

py

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


88674
20.05.22 3:37:21

Supplier Details			
Vivid World 204, Kubera Towers, Narayanaguda, Hyderabad. GSTIN 36AVTPS1528D1ZB 6682-3161/ 6682-3171 92462-15868	Doc No		88674 203025
	Doc Date		23-05-2022
	Quote No		Nil
	Quote Date		23-05-2022
	SupplyType		Supply

Kind Attn : Mr. Vishal

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
2 3530 - Computers and Peripherals - Toner Magnet - Other - nos Blade	1.00	100.00	0.00	18.00	118.00
Total Order Value . . .					501.50
Rupees : Five Hundred One 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	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 H O 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:		GVRC		Date:		23-05-2022	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		203025	
Material required before date:					ID No.		76773
No	Description	Size	Quantity	Units	Inward No	Date	
1	I2 A toner refilling		1	No			
2	12A toner drum		1	No			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for HO							
Prepared By		Suneel		Approved by			
Sign.& Date		23-05-2022		Sign. & Date			

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



