PURCHASE DIVISION

Advice for approval for credit to supplier

C

Date:	27/7/22	Prepared by	Manoj	Serial no.	..6603
Supplier name	Vivid world			HO inward no.	
Firm/Company	Sorkup	Project	Ho	HO received date	
PO/WO date	21/7/22	PO/WO No.	90940	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2392	21/7/22	6551/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	6551/-
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:	6551/-
Amount E – PO / WO value:	6551/-
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	1/8/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj				
Sign:	Manoj				
Date	27/7/22				
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. : 2392			Transport Mode :
Invoice Date :21/07/2022			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	
Bill to Party			Ship to Party
Address: M/s . SILVER OAK VILLAS, 5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MGRD, SECBAD.			GATE PASS NO:2928
GST: 36ADBFS3288A2Z7			GSTIN :
State : TELANGANA	Code		State : Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
HP 12 A LSER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
HP 12A LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
				555.00	99.90						654.90

INWARD
Inward No: 330 Dt:21/7/22
MRN No: Dt:
Received By: Sarlar gitah Sign:
MODI PROPERTIES

RS. SIX HUNDRED FIFTY FOUR AND NINTY PAISE ONLY		555.00
(RS.654.90)	70.65	49.95
	ADD: SGST 9%	49.95
	Total Amount After Tax	654.90

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 9707
Date: 27/5
Sign:

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

 25-07-2022 14:04:10

90340
14.07.22 12:47:29

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB
6682-3161/ 6682-3171 92462-15868

Doc No	90340	203067
Doc Date	21-07-2022	
Quote No	Nil	
Quote Date	21-07-2022	
SupplyType	Supply	

Kind Attn : Mr. Vishal

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	244200 - COMP-Peripherals - Laser Toner-Refilling-HP - 12A - Nos	1.00	230.00	0.00	18.00	271.40
2	992900 - COMP-Peripherals - Laser Toner-Drum-HP - 12A - Nos	1.00	325.00	0.00	18.00	383.50
			Total Order Value . . .			**654.90**

Rupees : Six Hundred Fifty Four and Paise Ninty 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
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 HO 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 *Silver Oak Villas LLP*

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For *Vivid World*

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	Silver Oak Villas	Date:	2022-07-21			
Site & Phase :	HO	Time:				
Supplier:		Req. No.	203067			
Material required before date:		ID No.	78307			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	COMP2442-Peripherals-Laser Toner-Refilling-HP-12A-Nos 90340	1	0	1		
2	COMP9929-Peripherals-Laser Toner-Drum-HP-12A-Nos	1	0	1		
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	This is for HO					
	Engineer	Project Manager		Purchase		MD
Prepared By:	suneel					
Approved By:						
Sign & Date:						

APPROVED
26 JUN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE