PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	04/10/22	Prepared by	Kavitha	Serial no.	
Supplier name	M/s vivid world			HO inward no.	
Firm/Company	SOV	Project	HO	HO received date	
PO/WO date	24/9/22	PO/WO No.	92538	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2451	27/9/22	271.4/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				271.4/-

Amount A-Bills total (Excluding Transport & Hamali Charges):			
MRN nos.:	Inward NO - 546	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:			271.4/-
Amount E – PO / WO value:			271.4/-
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	10/10/22		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha				
Sign:	04/10/22				
Date					
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

R1ZPA 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. : 2451	Transport Mode :
Invoice Date :27/09/2022	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 LLP,, 5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MGRD, SECBAD.	GATE PASS NO:6702
GST: 36ADBFS3288A2Z7	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 / 88A LASER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
					230.00	41.40					271.40

INWARD
Inward No: 541 Dt: 28/9/22
MRN No: Dt:
Received By: Samarjit Sign:
MORE PROPERTIES

RS. TWO HUNDRED SEVENTY ONE AND FORTY PAISE ONLY...

(RS.271.40)

	230.00
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

SUMMIT SALES LLP
IN WARD
No: 99880
Date: 01/10/22
Sign:
R.R. DIST.

Purchase Order

 03-10-2022 14:17:38 Origi

92538

03.10.22 5:34:55

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.	**Doc No**	92538	203121
	Doc Date	24-09-2022	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	24-09-2022	
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	244200 - COMP-Peripherals - Laser Toner-Refilling-HP - 12A - Nos	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
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

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ______________________

Name : ______________________

Date : __/__/____

Requisition Form						
Company Name:	Silver oak Villas	Date:	24-09-2022			
Site & Phase :	Head Office	Time:				
Unit No./Block No.						
Supplier:		Req. No.	203121			
Material required before date:		ID No.	90261			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	COMP2442-Peripherals-Laser Toner-Refilling-HP-12A-Nos 92538	1	0	1		
2						
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:						