PURCHASE DIVISION

Advice for approval for credit to supplier

P

Date:	13/12/22	Prepared by	Kalpana	Serial no.	
Supplier name	Vivid world			HO inward no.	
Firm/Company	GVRC	Project	Head office	HO received date	
PO/WO date	10/12/22	PO/WO No.	94903	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2501	05/12/22	773/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	773/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 114919	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:	773/-
Amount E – PO / WO value:	773/-
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	19/12/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kalpana				
Sign:	Kr				
Date	13/12/22				
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.

Purchase Order

    12-12-2022 17:34:23

94903
29.11.22 5:55:12

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

Supplier Details			
Vivid World	**Doc No**	94903	203188
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	10-12-2022	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	05-12-2022	
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
2	992900 - COMP-Peripherals - Laser Toner-Drum-HP - 12A - Nos	1.00	325.00	0.00	18.00	383.50
3	569200 - COMP-Peripherals - Laser Toner-Blade-HP - NA - Nos	1.00	100.00	0.00	18.00	118.00
					Total Order Value . . .	**772.90**

Rupees : Seven Hundred Seventy Two and Paise Ninty Only.

Terms and Conditions :-

Specification / Brand	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 Cost	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 ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ______________   Name : ______________   Date : __/__/____

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. : 2501			Transport Mode :
Invoice Date : 05/12/2022			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	
Bill to Party			Ship to Party
Address: M/s . G V RESEARCH CENTRE PVT LTD, 5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MG ROAD , SECBAD.			GATE PASS NO:6726
GST: 36AAHCG4562D1ZP			GSTIN :
State : TELANGANA	Code		State : / Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
HP12A LASER 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
HP 12A LASER TONER BLADE	8443		01	100.00	100.00	18.00	9%	9.00	9%	9.00	118.00
					655.00	117.90					772.90

INWARD
Inward No: 732 Dt: 7/12/22
MRN No: 114919 Dt:
Received By: Sign:
Samson
M/S ... PROPERTIES

RS.SEVEN HUNDRED SEVENTY TWO AND NINTY PAISE ONLY...		6550.00
(RS.772.90)	ADD:CGST 9%	58.95
	ADD: SGST 9%	58.95
	Total Amount After Tax	772.90

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 R.R. DIST.
IN WARD
No: 102441
Date: 10/12/22
Sign:

Requisition Form							
Company Name:	G V Research Center	Date:	2022-12-05				
Site & Phase :	HO	Time:					
Unit No./Block No.							
Supplier:		Req. No.	203188				
Material required before date:		ID No.	82263				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	COMP3485-Peripherals-Laser Toner-Refilling-HP-12A-Nos	1	0	1			
2	COMP4047-Peripherals-Laser Toner-Drum-HP-12A-Nos	1	0	1			
3	COMP4668-Peripherals-Laser Toner-Blade-HP--Nos	1	0	1			
4							
5							
6							
7							
8							
9							
10							
Remarks:	This is for HO						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	Suneel						
Approved By:							
Sign & Date:							

P.O.no. 94903