

PURCHASE DIVISION
Advice for approval for credit to supplier

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Date: 3-03-23		Prepared by: S. Jaysudha		Serial no. 15362	
Supplier name: Vivid world		Project: Sov part-II		HO inward no.	
Firm/Company: Sov LL		PO/WO No.: 97423		HO received date	
PO/WO date: 22-2-23		Scan ID.			
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	2557	21-2-23	1,200 /-	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				1,200 /-	
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.: 117870		Proof of delivery matches MRN		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B –Other Credits : Transportation charges				—	
Amount C –Other Debits :				—	
Amount D (D=A+B-C) – Amount to be credited to the supplier:				1,200 /-	
Amount E – PO / WO value:				1,200 /-	
Amount F – Difference (A – E):				—	
Quantity received as per PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other			
Payment – due date		13-03-23			
Remarks: Final bill					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Veer			
Sign:		APPROVED			
Date		03 MAR 2023			
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

BILL OF SUPPLY

Invoice No. : 2557	Transport Mode :
Invoice Date : 21 /02/2023	Vehicle Number :
Reverse Charge (Y/N) :	Date of Supply : 20/2/23
State : TELANGANA	po. 97423 - Req. no. 212099
Code	Ship to Party
Bill to Party	GATE PASS NO: 3940
Address: M/s . SILVER OAK VILLAS LLP (CHERLAPALLY SITE), 5-4-187/3&4, 2ND FLOOR, SOHAM ,MANSION, MG ROAD, SECBAD.	

State : TELANGANA State : Code

Product Description	U O M	Qty.	Rate	Amount	TOTAL
HP 12A LASER TONER REFILLING		03	225.00	675.00	675.00
HP 12A LASER TONER DRUM		01	325.00	325.00	325.00
HP 12A LASER TONER BLADES		02	100.00	200.00	200.00
				1200.00	1200.00

RS. ONE THOUSAND TWO HUNDRED ONLY....

(RS.1200.00)

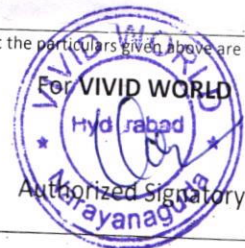
Total Amount 1200.00

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



INWARD	
Inward No: 3521	Dt: 22/2/23
MRN No: 12870	Dt: 25/2/23
Received By:	Sign:
(Silver Oak Villas - Part-III)	

Purchase Order

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27-02-2023 15:03:21

Or



97423

08.02.23 3:48:31

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		Doc No	97423	212099
Vivid World 204, Kubera Towers, Narayanaguda, Hyderabad.		Doc Date	22-02-2023	
GSTIN 36AVTPS1528D1ZB		Quote No	Nil	
6682-3161/ 6682-3171 92462-15868		Quote Date	22-02-2023	
		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	3.00	225.00	0.00	0.00	675.00
2 992900 - COMP-Peripherals - Laser Toner-Drum-HP - 12A - Nos	1.00	325.00	0.00	0.00	325.00
3 569200 - COMP-Peripherals - Laser Toner-Blade-HP - NA - Nos	2.00	100.00	0.00	0.00	200.00
Total Order Value . . .					1,200.00

Rupees : One Thousand Two Hundred 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** Silver Oak Villas Part III
Sy.No.11,12,14,15,16,17,18 , 294
Phone. 0**Penalty 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 printer use 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 : ___/___/___

Contact : _____

