PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/09/20	Prepared by:	Keerthi
PO/WO no.	70169	PO / WO Date.	8/08/20
Supplier Name	Vivid world	PO/WO amount	654.90 /-
Firm/Company	Villa orchids	Project	Head offic
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1776	10/08/20	654.90 /-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			654.90 /-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	1776	10/08/20	~~82908~~ 82910	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount B – Other Credits :	–
Amount C – Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	654.90
Amount E – PO / WO value:	654.90
Amount F – Difference (A – E):	–
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Other (explained below)
Is difference between PO / Bill acceptable?	~~□ Yes □ No (explained~~ below)
Excess / short material received	□ ~~Approved – within acceptable limits □ No (explain~~ed below)
Close PO / W?O	☑ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes – Rs.____/- ☑ No
Payment – due date	14/09/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi	[signature]	[signature]				
Date	12/09.	12/9					

APPROVED
12 AUG 2020
MINISH PARIKH
MANAGER PROCUREMENT

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

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

70169

TAX INVOICE

Invoice No. : 1776			Transport Mode :
Invoice Date : 10/08/2020			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Bill to Party	Ship to Party
Address: M/S.VILLA ORCHIDS LLP, 5-4-187/3&4, 2ND FLOOR , SOHAM MANSION, MG ROAD, SECBAD.	GATE PASS NO:
GST: 36AANFG4817C1ZH.	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 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
					555.00	99.90					654.90

INWARD
Inward No: 440 Dt: 31/08/20
MRN No: Dt:
Received By: Somanath Sign:
MODI PROPERTIES

	555.00
ADD :CGST 9%	49.95
ADD: SGST 9%	49.95
Total Amount After Tax	654.90
GST on Reverse Charge	

RS. SIX HUNDRED FIFTY FOUR AND NINTY PAISE ONLY. (RS.654.90)

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 6970 Date 10/9 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

VIVID WORLD Hyderabad Narayanguda

Authorized Signatory

Purchase Order

 07-09-2020 13:49:30 Orig

70169
03.09.20 11:50:24

From Company : **Villa Orchids LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AANFG4817C1ZH

Supplier Details			
Vivid World	**Doc No**	70169	16470
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	08-08-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	08-08-2020	
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	3523 - Computers and Peripherals - Toner refill - NA - nos *12A*	1.00	230.00	0.00	18.00	271.40
2	3522 - Computers and Peripherals - Toner drum - NA - nos *12A*	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 Refillinguse
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Villa Orchids LLP***

Authorised Signatory

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Villa orchids	Date:	10-08-20
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16470
Material required before date:		ID No.	59675

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner refilling		1	No		
2	12A Toner drum		1	No		
3						
4						
5						
6						
7						
8						
9						
10						

P.O. 70169

Remarks: This is for Nagamalleswar

Prepared By	suneel	Approved by	
Sign.& Date	10-08-20	Sign. & Date	

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