# PURCHASE DIVISION Advice for approval for credit to supplier

D		T										
	Date: 16/09/2020				Prepared by:			T.D. Murthy				
PO/WO n		70263				PO / W	O Date.		02/09/2020			
	Supplier Name Vivid World  Sirm/Company Silver Oak Villas						PO/WO amount			Rs. 1,198/-		
Firm/Com	pany	Silver Oal	k Villas LLP		Project			SOV - IX				
Sl. No.		Bill No.			1	Bill Date			Bill amount			
1. 1760				2			24/07/2020			Rs. 1,198/-		
2.	2.			-					-			
3.		-		-			-			•		
4.										-		
Amount A	– Bills tot	al(Excludin	g Transport &	Hamali (	Charges	Charges):				Rs. 1,198/-		
Sl. No.	DC No			Date	MRN No.				DC matches MRN			
1.	1760		24/0	7/2020								
2.						-			Yes No			
3.	8								□ Yes □ No			
Amount B	Other Cr	edits :								□ Yes □ No		
									_			
	Amount D (D=A+B C)								-			
	Amount D (D=A+B-C) – Amount to be credited to the su  Amount E – PO / WO value:								Rs. 1,198/-			
Amount F										Rs. 1,198/-		
									-			
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 (explained 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					19/09/2020							
Remarks:	1											
										-		
Approved		chase	Purchase Manager	Procure Mana		N	1 D	Accounts receiver o	- B - S	Accountant	Accounts Manager	
Sign:	R	N						bill	+			
Date		69/20-										
		4								19		

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 transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

# M/s. VIVID WORLD

70263

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 IVolce No.: 1760 GSTIN: 36AVTPS1528D1ZB Volce Date : 24/07/2020 everse Charge (Y/N): TAX INVOICE Transport Mode: BLB : TELANGANA Vehicle Number: Idrass: M/S. SILVER OAK VILLAS LLP (CHERLAPALLY SITE), Date of Supply: 1-187/384, 2" FLOOR, SOHAM MANSION, Ship to Party GATE PASS NO:1211 T: 36ADBF53288A2Z7 ILE | TELANGANA GSTIN: Co Co State: Product Description de de TOTAL SGST HEN UO CGST TAXABLE City Rate Amount Code VALUE AMT RA AMT RA DA LABER TONER REPULING TE TE 814.20 9% 62.10 3707 62.10 9% 124.20 03 230.00 690.00 (2 A. LASER TONER DRUM 383.50 29.25 9% 29.25 8443 9% 01 325.00 325.00 58.50 1197.70 1015.00 182.70 1015.0 AND SEVENTY PAISE ADD:CGST 9% 91.35 ONE THOUSAND ONE HUNDRED NINTY SEVEN Marie No. 1468 ADD: SGST 9% 91.35 Total Amount After Tax 1197.7 197.70) Received By GST on Reverse Charge SHYER OAK Certified that the particulars given above are true and corre For VIVID WORLD Bank Details INDIAN BANK Naravanguda Branch Authorized Signatory James Common Saul 408748378 IDIB000N015 MO

PHO

## Purchase Order

Page(s) 1 Of 1

08-09-2020 16:15:04

Orig

08.09.20 12:15:09

From Company: Silver Oak Villas LLP

5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003

G S T No.: 36ADBFS3288A2Z7

naguda. Hyderahad	<b>Doc No</b> 70263 1			
and Tryderabad.	Doc Date	02-09-2020		
	Quote No	Nil		
	<b>Quote Date</b>	02-09-2020		
72402-13808	SupplyType	Supply		
	naguda, Hyderabad. 92462-15868	Doc Date  Quote No  Quote Date	Poc Date 02-09-202  Quote No Nil Quote Date 02-09-202  92462-15868	

#### Kind Attn: Mr. Vishal

Purchase Order for the Supply of following Items.

Item Name	Qty	D-1			
1 3523 - Computers and Peripherals - Toner refill - NA - nos	Qty	Rate	Dis%	GST	Amount
nos	3.00	230.00	0.00	18.00	814.20
2 3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
upees : One Thousand One Hundred Ninty Seven and Paise Seve	ant. O. I	Total Or	der Value		1,197.70

### 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** 

Silver Oak Villas Phase - IX

Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint

Phone. Contact: Security 65908777, 9502288244 Sanjay

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 Security

Nil Nil

Remarks

For Silver Oak Villas LLP

Authorised Signato

Name ·

Contact

Accepted the above Terms And Conditions

For Vivid World

Date: / /

Company Name:		Silver Oak Villas LLP	Date:			18-07-2020				
Site & Phase :		Silver Oak Villas	Time:			13.30				
Supp	olier		Req. N	lo.		155888				
Material required before date: 21-07-2020			ID No.				58 568			
No	Description			ize	Quantity	Units	1			
1	Cartridge refilling	ž			02	nos				
2										
3			263		\ ,					
4		P.O. XO	7			7				
5		P.0		AP	ROVED					
- 6				n S	AUG 2020					
7					LCH PARIK	4				
8				MANAG	ISH PARIK ER PROCUREM	NT				
9										
10										
Rema	arks: for promotion team, an	d Cr team purpose								
Prepared By		B.Meenakshi	Approved by							
Sign.& Date		18-07-2020	Sign. &	2 Date						

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