PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/10/20	Prepared by:	NEHA
PO/WO no.	71522	PO / WO Date.	10/10/20
Supplier Name	Vivid world	PO/WO amount	654.90/-
Firm/Company	G.V. Research Center's Pvt. Ltd	Project	Head office
Sl. No.	Bill No.	Bill Date	Bill amount
1	1853	10/10/20	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.			~~84025~~ 84561	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ 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:	654.90/-
Amount E – PO / WO value:	654.90/-
Amount F – Difference (A – E): GST-18%	—

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	02/11/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Kushb [signature]	[signature]	APPROVED 01 NOV 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	29/10	29/10					

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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

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

71522

TAX INVOICE

Invoice No. : 1853	Transport Mode :
Invoice Date : 10/10/2020	Vehicle Number :
Reverse Charge (Y/N) :	Date of Supply :
State : TELANGANA — Code: 36	
Bill to Party	**Ship to Party**
Address: M/S. GV RESEARCH CENTRES PVT LTD, 5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MG ROAD, SECBAD-3.	GATE PASS NO: 2192
GST: 36AAHCG4562D1ZP.	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: 563 Dt: 10/10/20
MRN No: Dt:
Received By: 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. 10366
Date. 22/10
Sign.

Bank Details	
Bank Name	: INDIAN BANK
Branch	: Narayanguda Branch
Bank A/C	: 406746378
Bank IFSC	: IDIB000N015

SV

Common Seal

Certified that the particulars given above are true and correct

VIVID WORLD Hyderabad Narayanaguda

Authorized Signatory

Purchase Order

 28-10-2020 10:31:52

71522
20.10.20 3:54:09

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 204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc No**	71522	16593
	Doc Date	10-10-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	10-10-2020	
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	1.00	230.00	0.00	18.00	271.40
2	3522 - Computers and Peripherals - Toner drum - NA - nos	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 printer
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ____________________ Name : ____________________ Date : __/__/____

Contact - -

Requisition Form

Company Name:	GVRC	Date:	10-10-2020
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16593
Material required before date:		ID No.	60815

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. #522

Remarks: This is for Praveen printer

Prepared By	Suneel	Approved by	
Sign.& Date	10-10-2020	Sign. & Date	

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