PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	03/12/2020	Prepared by:	Neha
PO/WO no.	72522	PO / WO Date.	24/11/20
Supplier Name	Vivid world	PO/WO amount	1197.70/-
Firm/Company	Sov llp	Project	Sov
Sl. No.	Bill No.	Bill Date	Bill amount
1	1896	24/11/20	1197.70/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1197.7/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			85906	□ 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:	1197.7/-
Amount E – PO / WO value:	1197.7/-
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	07/12/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	03/12/20	3/12					

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

TAX INVOICE

Invoice No. : 1896	Transport Mode :
Invoice Date : 24/11/2020	Vehicle Number :
Reverse Charge (Y/N) :	Date of Supply :
State : TELANGANA Code 36	
Bill to Party	Ship to Party
Address: M/S .SILVER OAK VILLAS LLP (CHERLAPALLY SITE), 5-4-187/3&4 , 2ND FLOOR, MG RAOD, SECBAD-3	GATE PASS NO:2124
GST: 36ADBFS3288A2Z7.	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		03	230.00	690.00	124.20	9%	62.10	9%	62.10	814.20
HP 12 A LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
					1015.00	182.70					1197.70

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 11682 Date 01/12 Sign Neha

RS. ONE THOUSAND ONE HUNDRED NINTY SEVEN AND SEVENTY PAISE. (RS.1197.70)		1015.00
	ADD :CGST 9%	91.35
	ADD: SGST 9%	91.35
	Total Amount After Tax	1197.70
	GST on Reverse Charge	

INWARD WITH TIME: Inward No. 15136 Dt: 25/11/20 MRN No: 85906 Dt: Received By: Sign: SILVER OAK VILLAS LLP

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

Purchase Order

 Original /

72522
25 11 20 1:07:27

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			
Vivid World	**Doc No**	72522	156139
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	24-11-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	20-11-2020	
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	3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
2	3523 - Computers and Peripherals - Toner refill - NA - nos	3.00	230.00	0.00	18.00	814.20
				Total Order Value . . .		**1,197.70**

Rupees : One Thousand One Hundred Ninty Seven and Paise Seventy 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 Phase - IX Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint Phone. Contact: Security 65908777, 9502288244 Sanjay
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 office use
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Silver Oak Villas LLP***

Authorised Signatory

28/11/2020

Name :

Contact

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ____________

Date : __/__/____

Edit

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	09-11-2020
Site & Phase :	Silver Oak Villas	Time:	12.00
Supplier		Req. No.	156139
Material required before date:	15-12-2020	ID No.	61398

No	Description	Size	Quantity	Units	Inward No	Date
1	Catridges		02	Nos		
2						
3						
4						
5						
6						
7						
8						
9						
10						

APPROVED
28 NOV 2020
MINISH PARIKH
MANAGER PROCUREMENT

72527

Remarks: -For Office use purpose

Prepared By	G. Mona	Approved by	
Sign.& Date	09-11-20	Sign. & Date	

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

Company Name:	Silver Oak Villas LLP	Date:	
Site & Phase :	Silver Oak Villas	Time:	
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						

Remarks: -

Prepared By	Mona	Approved by	
Sign.& Date		Sign. & Date	

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