PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	03/12/20	Prepared by:	Kurthi
PO/WO no.	·72526	PO / WO Date.	27/11/20
Supplier Name	Vivid world	PO/WO amount	389.40/-
Firm/Company	Villa orchids LLP	Project	H.O
Sl. No.	Bill No.	Bill Date	Bill amount
1	1902	27/11/20	389.40/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			389.40/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			85907	☑ 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:				389.40/-
Amount E – PO / WO value:				389.40/-
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	04/12/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Kurthi	[signature]					
Date	03/12/20	4/12					

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. : 1902	Transport Mode :
Invoice Date : 27/11/2020	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-3.	GATE PASS NO:2520
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 MAGNET	8443		01	100.00	100.00	18.00	9%	9.00	9%	9.00	118.00
					330.00	59.40					389.40

INWARD
Inward No: 523 Dt: 27/11/20
MRN No: 65907 Dt:
Received By: Sairam Sign:
MODI PROPERTIES

		330.00
RS. THREE HUNDRED EIGHTY NINE AND FORTY PAISE ONLY. (RS.389.40)	ADD :CGST 9%	29.70
	ADD: SGST 9%	29.70
	Total Amount After Tax	389.40
	GST on Reverse Charge	

MODI PROPERTIES PVT. LTD. SEC'BAD — INWARD No. 11683 Date 01/12 Sign Neha

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

 28-11-2020 11:45:45 Orig

72526
25.11.20 1:07:27

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 204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc No**	72526	16700
	Doc Date	27-11-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	27-11-2020	
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	3523 - Computers and Peripherals - Toner refill - NA - nos	1.00	230.00	0.00	18.00	271.40
2	3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	100.00	0.00	18.00	118.00
				Total Order Value . . .		**389.40**

Rupees : Three Hundred Eighty Nine and Paise Fourty 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 Naga malleshwar
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Villa Orchids LLP*
Authorised Signatory

28/11/2020

Name : ______

Contact - -

Accepted the above Terms And Conditions
For *Vivid World*

Name : ______

Date : __/__/____

Requisition Form

Company Name:	Villa Orchids	Date:	27-11-2020
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16700
Material required before date:		ID No.	61875

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

72526

APPROVED
28 NOV 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: This is for nagamalleswar printer

Prepared By	Suneel	Approved by	
Sign.& Date	27-11-2020	Sign. & Date	

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