PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/12/2020	Prepared by:	NEHA .C
PO/WO no.	72956	PO / WO Date.	10/12/2020
Supplier Name	Vivid world	PO/WO amount	389.4/-
Firm/Company	Villa orchids LLP	Project	~~...~~ Head office
Sl. No.	Bill No.	Bill Date	Bill amount
1	1921	10/12/2020	389.4/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			389.4/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.				□ 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:				389.4/-
Amount E – PO / WO value:				389.4/-
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	28/12/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha						
Date	24/12/20						

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

72956

TAX INVOICE

Invoice No. : 1921			Transport Mode :
Invoice Date : 10/12/2020			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 , SRCBAD-3			GATE PASS NO:2524
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 BLADE	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: 566 Dt: 10/12/20
MRN No: Dt:
Received By: Samargit 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. 72557 Date 23/12/20 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 Narayanaguda

Authorized Signatory

Purchase Order

15-12-2020 10:56:57

72956
05.12.20 12:14:14

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**	72956	16741
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	10-12-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	10-12-2020	
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	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 Nagamalleshwar sir
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Villa Orchids LLP*

Authorised Signatory

15/12/2020

Name :

Contact ..

Accepted the above Terms And Conditions

For *Vivid World*

Name :

Date : __/__/____

Requisition Form

Company Name:	Villa orchids LLP	Date:	10-12-2020
Site & Phase :	Head Office	Time:	
Supplier	Vivid world	Req. No.	16741
Material required before date:		ID No.	62257

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

P.O. 72956

APPROVED
15
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: This is for Nagamalleswar printer

Prepared By	Suneel	Approved by	
Sign.& Date	10-12-2020	Sign. & Date	

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