**PURCHASE DIVISION**
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 21/1/4 | Prepared by: | NEHA .C |
| PO/WO no. | 73361 | PO / WO Date. | 22/12/20 |
| Supplier Name | vivid world | PO/WO amount | 389 |
| Firm/Company | Sov LLP | Project | 40 |

| Sl. No. | Bill No. | Bill Date | Bill amount |
|---|---|---|---|
| 1 | 1934 | 22/12/20 | 389 |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 389 |

| 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 |
| Amount E – PO / WO value: | 389 |
| 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 | 8/1/21 |

Remarks:

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | [signature] | [signature] | | | | | |
| Date | 4/1/21 | 5/1 | | | | | |

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**

Po No 73361

## TAX INVOICE

| | |
|---|---|
| Invoice No. : 1934 | Transport Mode : |
| Invoice Date : 22/12/2020 | 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 , 5-4-187/3&4 , 2ND FLOOR , SOHAM MANSION, MG ROAD , SECBAD-3. | GATE PASS NO: 2532 |
| 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 | | 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 No: 620 Dt: 22/12/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

**RS. THREE HUNDRED EIGHTY NINE AND FORTY PAISE ONLY....**
**(RS.389.40)**

| | |
|---|---|
| | 330.00 |
| ADD :CGST 9% | 29.70 |
| ADD: SGST 9% | 29.70 |
| Total Amount After Tax | 389.40 |
| GST on Reverse Charge | |

**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

VIVID WORLD Hyderabad Narayanguda

72866
2/1/21

29-12-2020 14:42:48

# Purchase Order

73361
23.12.20 11:33:23

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

Origin

## Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

**GSTIN** 36AVTPS1528D1ZB
6682-3161/ 6682-3171 92462-15868

| | | |
|---|---|---|
| **Doc No** | 73361 | 16777 |
| **Doc Date** | 22-12-2020 | |
| **Quote No** | Nil | |
| **Quote Date** | 22-12-2020 | |
| **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 | 230.00 | 0.00 | 18.00 | 271.40 |
| 2 | 3523 - Computers and Peripherals - Toner refill - NA - nos | 1.00 | 100.00 | 0.00 | 18.00 | 118.00 |
| | Rupees : Three Hundred Eighty Nine and Paise Fourty Only. | | | | **Total Order Value . . .** | **389.40** |

**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** | Head Office<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>Phone. 040-66335551 |
| **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 Accounts |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

For ***Silver Oak Villas LLP***

Authorised Signatory

29/12/2020

Name : ____________________

Contact

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ____________________

Date : __/__/____

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Silver oak Villas | Date: | 22-12-2020 |
| Site & Phase : | Head Office | Time: | |
| Supplier | | Req. No. | 16777 |
| Material required before date: | | ID No. | 62625 |

| 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. 73361

APPROVED
29 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: This is for Accounts

| | | | |
|---|---|---|---|
| Prepared By | Suneel | Approved by | |
| Sign.& Date | 22-12-2020 | Sign. & Date | |

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