

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		Sovelp		Project		40	
Sl. No.	Bill No.			Bill Date		Bill amount	
1				22/12/20		389	
2	1934						
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):							
Sl. No.	DC.No	DC. Date	MRN No.	389			
1.				DC matches MRN			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
Amount B – Other Credits : Transportation charges				☐ Yes ☐ No			
Amount C – Other Debits :				-			
Amount D (D=A+B-C) – Amount to be credited to the supplier:				-			
Amount E – PO / WO value:				389			
Amount F – Difference (A – E): GST-18%				389			
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							
Remarks:				8/1/21			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
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/-

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

15868
PO No 73361

Invoice No. : 1934			Transport Mode :
Invoice Date : 22/12/2020			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Ship to Party

GATE PASS NO: 2532

GSTIN :

State :

Code

[illegible]

330.00

ADD :CGST 9%

29.70

ADD: SGST 9%

29.70

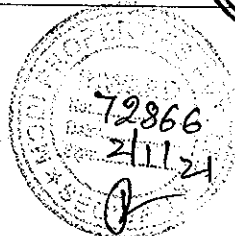
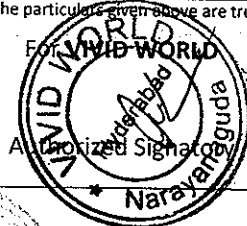
Total Amount After Tax

389.40

GST on Reverse Charge

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

Certified that the particulars given above are true and correct



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 5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penalty 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
Measurement	Nil
Security	Nil
Remarks	

For **Silver Oak Villas LLP**

Authorised Signatory

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.