

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		03/02/2021		Prepared by:		NEHA	
PO/WO no.		74181		PO / WO Date.		15/01/2021	
Supplier Name		M/s Viral world		PO/WO amount		654.91-	
Firm/Company		VOC UP		Project		VOC	
Sl. No.		Bill No.		Bill Date		Bill amount	
1		1965		15/01/2021		654.91-	
3							
4							
Amount A - Bills total(Excluding Transport & Hamali Charges):							
Sl. No.		DC .No		DC. Date		MRN No.	
1.						DC matches MRN	
2.						☐ Yes ☐ No	
3.						☐ Yes ☐ No	
						☐ 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:							
Amount E - PO / WO value:							
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				08/02/2021			
Remarks:							
Approved by		Purchase Officer		Purchase Manager		Procurement Manager	
Sign:		Neha		P. S.			
Date		03/02/2021		28/2			

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

74181

Invoice No. : 1965			Transport Mode :
Invoice Date :15/01/2021			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Ship to Party

GATE PASS NO:2769

GSTIN :

State :

Code

INWARD	
Inward No: 721	Dr: 18/1/21
MRN No:	Dr:
Received By: <i>[Signature]</i>	Sign: <i>[Signature]</i>
MODIPROPERTIES	

ADD :CGST 9%

ADD: SGST 9%

Total Amount After Tax	
------------------------	--

GST on Reverse Charge

Bank Details

Bank Name : INDIAN BANK

Branch : Narayanquda Branch

Bank A/C : 406746378

Bank IFSC : IDIB000N015

Common Seal

Certified that the particulars given above are true and correct

the particulars given above are true
for VIVID WORLD
Authorized Signatory
Narayana



Purchase Order

Page(s) 1 Of 1

27-01-2021 15:48:13

O:



74181

16.01.21 11:00:15

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.

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

Doc No

74181

182546

Doc Date

15-01-2021

Quote No

Nil

Quote Date

15-01-2021

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	325.00	0.00	18.00	383.50
Total Order Value . . .					654.90

Rupees : Six Hundred Fifty Four and Paise Ninty 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, IInd Floor, M.G.Road, Secunderabad - 500003

Phone. 040-66335551

Penalty 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 Site use ,CR dpt**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Villa Orchids LLP**

Authorised Signatory

Name : 27/01/2021

Contact :-

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Villa Orchids		Date:		15-01-2021	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		182548	
Material required before date:				ID No.		63212	
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							
Remarks: This is Nagamalleswar							
Prepared By		Suneel		Approved by			
Sign. & Date		15-01-2021		Sign. & Date			

APPROVED
27 JAN 2021
MINISH PARIKH
MANAGER PROCUREMENT

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