PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	23-04-2021	Prepared by:	BHAVANI
PO/WO no.	76568	PO / WO Date.	15-03-21
Supplier Name	vivid world	PO/WO amount	654
Firm/Company	villa orchids LLP	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	2030	15/3/21	654
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			654

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:	654
Amount E – PO / WO value:	654
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 bel~~ow)
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	30-04-2021
Remarks:	Incentive 20/- RS

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Bhavani	[signature]					
Date	23/4/21	23/4					

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. : 2030		Transport Mode :
Invoice Date :15/03/2021		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.		GATE PASS NO:2861
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 12 A LASER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
HP 12A LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
					555.00	99.90					654.90

INWARD
Inward No: 914 Dt: 15/3/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

		555.00
RS. SIX HUNDRED FIFTY FOUR AND NINTY PAISE ONLY….	ADD :CGST 9%	49.95
(RS.654.90)	ADD: SGST 9%	49.95
	Total Amount After Tax	654.90
	GST on Reverse Charge	

Bank Details	
Bank Name	: INDIAN BANk
Branch	: Narayanguda Branch
Bank A/C	: 406746378
Bank IFSC	: IDIB000N015

Rameen

Common Seal

Certified that the particulars given above are true and correct

For VIVID WORLD

Authorized Signatory

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 79819 Date 22/4

Purchase Order

 21-Apr-21 4:34:47 PM

76568
16.04.21 1:10:46

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**	76568	182786
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	15-03-2021	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	21-04-2021	
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	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 / 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, II nd Floor, M.G.Road, Secunderabad - 500003 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 HO purpose
Completion Date	nill
Measurment	Nil
Security	Nil
Remarks	.

For ***Villa Orchids LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Villa Orchids LLP	Date:	20-04-21
Site & Phase :	Head office	Time:	
Supplier		Req. No.	182786
Material required before date:		ID No.	65573

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Refilling		1	No		
2	12A toner magenet		1	No		
3						
4						
5						
6						
7	76568					
8						
9						
10						

Remarks:Tis is for HO printer

Prepared By	K. Lakshmi Durga	Approved by	
Sign.& Date	20/4/21	Sign. & Date	

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

APPROVED
22 APR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE