PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	23/4/21	Prepared by:	MOUNIKA
PO/WO no.	76597	PO / WO Date.	07/4/21
Supplier Name	vivid world	PO/WO amount	2124/-
Firm/Company	VOC LLP	Project	VOC
Sl. No.	Bill No.	Bill Date	Bill amount
1.	2048	07/4/21	2124/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2124/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.				□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount B –Other Credits :_	–
Amount C –Other Debits :_	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	2124/-
Amount E – PO / WO value:	2124/-
Amount F – Difference (A – E):	–

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	~~21.3.2020~~ 29/4/21

Remarks: Incentive Rs 20/-

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		[signature] APPROVED 23 APR 2021				
Date	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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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. : 2048		Transport Mode :	
Invoice Date :07/04/2021		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 (KOWKOOR SITE), 5-4-187/3&4 , 2ND FLOOR, SOHAM MANSION, MG ROAD , SECBAD-3			
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 / 88A LASER TONER REFILLING	3707		05	230.00	1150.00	207.00	9%	103.50	9%	103.50	1357.00
HP 12A LASER TONER DRUM	8443		02	325.00	650.00	117.00	9%	58.50	9%	58.50	767.00
					1800.00	324.00					2124.00

INWARD
Inward No: 1003 Dt: 7/04/21
MRN No:
Received By Sign: R
VILLA ORCHIDS LLP

	1800.00
ADD CGST 9%	162.00
ADD SGST 9%	162.00
Total Amount After Tax	2124.00
GST on Reverse Charge	

RS..TWO THOUSAND ONE HUNDRED AN TWENTY FOUR ONLY....

(RS.2124.00)

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

INWARD
No. 24815
Date 22/4
Sign

Purchase Order

  22-04-2021 12:56:05

76597
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 204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc No**	76597	63670
	Doc Date	07-04-2021	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	22-04-2021	
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 *HP 12A*	5.00	230.00	0.00	18.00	1,357.00
2	3522 - Computers and Peripherals - Toner drum - NA - nos *HP 12A*	2.00	325.00	0.00	18.00	767.00
					Total Order Value . . .	**2,124.00**

Rupees : Two Thousand One Hundred Twenty Four 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	Villa Orchids kowkur, Alwal Phone. .
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 site 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:	VOC LLP	Date:	29-03-2021
Site & Phase:	VOC	Time:	13:22
Supplier:	SSLLP	Req. No.	63670
Material required before :	**31-03-2021**	ID No.	65054

No	Description	Size	Quantity	Units	Inward No	Date
1	Printer cartridge (Canon LBP 2900)	12A	05	Nos		
	76597					

Remarks: for VOC Office printer purpose

Prepared by	K.SNEHA	Approved by	A.Suresh
Sign.& Date	29-03-2021	Sign& Date	29-03-2021

APPROVED
22 APR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE