PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	5/8/21	Prepared by:	Monika
PO/WO no.	79314	PO / WO Date.	28/7/21
Supplier Name	M/S-Vivid world	PO/WO amount	271.40/-
Firm/Company	VOC LLP	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	2134	28/7/21	271.40/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			271.40/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			94764	☑ 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:	271.40/-
Amount E – PO / WO value:	271.40/-
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 be~~low)
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	9/8/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Monika	[signature]					
Date	5/8/21	5/8					

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. : 2134			Transport Mode :
Invoice Date : 28/07/2021			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: 2969.
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 LASER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
					230.00	41.40					271.40
											230.00
							ADD :CGST 9%				20.70
							ADD: SGST 9%				20.70
							Total Amount After Tax				271.40
							GST on Reverse Charge				

INWARD
Inward No: 224 Dt: 28/7/21
MRN No: Dt:
Received By: Sameer Sign:
MODI PROPERTIES

RS. TWO HUNDRED SEVENTY ONE AND FORTY PAISE ONLY
(RS.271.40)

SUMMIT SALES LLP
IN WARD
No: 82978
Date: 2/8
Sign:
R.R. DIST.

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 * Narayanaguda

Purchase Order

79314
31.07.21 2:18:25

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**	79314	183077
	Doc Date	28-07-2021	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	03-07-2021	
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 *12A*	1.00	230.00	0.00	18.00	271.40
					Total Order Value . . .	**271.40**

Rupees : Two Hundred Seventy One and Paise Fourty 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, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality 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 Nagamalleswar purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Villa Orchids LLP***

Authorised Signatory

Name :

Contact - -

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ____________

Date : __/__/____

1544

Requisition Form

Company Name:	Villa Orchinds LLP	Date:	28-07-21
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	183077
Material required before date:		ID No.	68010

No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner refilling		1	Nos		
2						
3						
4						
5	79314					
6						
7						
8						
9						
10						

Remarks: This is for nagamalleswar printer

Prepared By	K.Suneel	Approved by	APPROVED 02 AUG 2021 P. PRABHAKAR Sr. MANAGER PURCHASE
Sign.& Date	28-07-21	Sign. & Date	

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