

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 5/8/21		Prepared by: Manika	
PO/WO no. 79314		PO / WO Date. 28/7/21	
Supplier Name M/S. Vivid world		PO/WO amount 271.40/-	
Firm/Company VOCLHP		Project 1+0	
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 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		9/8/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Manika		
Date	5/8/21		

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

Invoice No. : 2134			Transport Mode :
Invoice Date : 28/07/2021			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Ship to Party

GATE PASS NO: 2969.

GSTIN :

State :

Code

INWARD	
Inward No: 224	Dr: 28/7/22
MRN No:	Dr:
Received By: <i>Jamal</i>	Sign: <i>(Signature)</i>
MODI PROPERTIES	


 SUMMIT SALES LTD.
 IN WARD
 No: 82978
 Date: 2/8
 Sign: L
 P. R. DIST.

GST on Reverse Charge

Common Sea!

the particular rules above are true

For **VIVID WORLD**

Authorized Signatory



Purchase Order



79314

31.07.21 2:18:25

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03-08-2021 16:06:13

From Company : **Villa Orchids LLP**
5-4-187/3 & 4, II nd 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

Quote Date 03-07-2021

SupplyType Supply

GSTIN 36AVTPS1528D1ZB

6682-3161/6682-3171

92462-15868

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

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 Nagamalleswar purpose.

Completion Date Nil

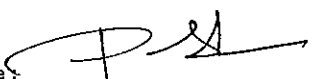
Measurment Nil

Security Nil

Remarks

For **Villa Orchids LLP**

Authorised Signatory

Name : 

Name : _____

Date : __/__/__

Accepted the above Terms And Conditions

For **Vivid World**

Requisition Form

1544

Company Name:		Villa Orchinds LLP		Date:		28-07-21	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.			
Material required before date:				ID No.		183077 68010	
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A toner refilling		1	Nos			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for nagamalleswar printer							
Prepared By		K.Suncel		Approved by			
Sign.& Date		28-07-21		Sign. & Date			
Note: On receipt of material at site write inward number and date in last 2 columns.							

