**PURCHASE DIVISION**
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 13/12/2021 | Prepared by: | Sai kiran |
| PO/WO no. | 83491 | PO / WO Date. | 1/12/2021 |
| ~~Supplier Name~~ | MIVID WORLD | ~~PO/WO amount~~ | 390 |
| Firm/Company | GNRC | Project | HO |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 2229 | 1/12/2021 | 390 |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 390 |

| 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: | 390 |
| Amount E – PO / WO value: | 390 |
| 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 | 20/12/2021 |
| Remarks: final bill | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | MD | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Sai kiran | | APPROVED 14 DEC 2021 MINISH PARIKH MANAGER PROCUREMENT | | | | |
| Date | 13/12/21 | | | | | | |

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/-

# 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. : 2229 | Transport Mode : |
| Invoice Date :01/12/2021 | Vehicle Number : |
| Reverse Charge (Y/N) : | Date of Supply : |
| State : TELANGANA Code 36 | |
| **Bill to Party** | **Ship to Party** |
| Address: M/S. G V RESEARCH CENTRE PVT L TD, 5-4-187/3&4 , 2ND FLOOR, SOHAM MANSION, MG ROAD, SECBAD. | GATE PASS NO:2847 |
| **GST: 36AAHCG4562D1ZP** | 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 |
| HP 12A LASER TONER BLADE | 8443 | | 01 | 100.00 | 100.00 | 18.00 | 9% | 9.00 | 9% | 9.00 | 118.00 |
| | | | | | 330.00 | 59.40 | | | | | 389.40 |

INWARD
Inward No: 615 Dt: 01/12/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

RS . THREE HUNDRED EIGHTY NINE AND FORTY PAISE ONLY.
(RS.389.40)

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 88123 Date: 10/12 Sign:

| | |
|---|---|
| | 330.00 |
| ADD :CGST 9% | 29.70 |
| ADD: SGST 9% | 29.70 |
| Total Amount After Tax | 389.40 |

**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 Hyderabad Narayanaguda

# Purchase Order

 10-12-2021 14:54:52 Original / Office Copy / Purchase Div.Copy

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36AAHCG4562D1ZP

**Supplier Details**

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

**GSTIN** 36AVTPS1528D1ZB
6682-3161/ 6682-3171 92462-15868

| | | |
|---|---|---|
| **Doc No** | 83491 | 183318 |
| **Doc Date** | 01-12-2021 | |
| **Quote No** | Nil | |
| **Quote Date** | 01-12-2021 | |
| **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 *HP 12A* | 1.00 | 230.00 | 0.00 | 18.00 | 271.40 |
| 2 3530 - Computers and Peripherals - Toner Magnet - Other - nos *Blade* | 1.00 | 100.00 | 0.00 | 18.00 | 118.00 |
| | | | | **Total Order Value . . .** | **389.40** |

Rupees : Three Hundred Eighty Nine 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<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>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 Site Purpose. |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email. |

For *G V Reserch Centers Pvt Ltd*
Authorised Signatory

Accepted the above Terms And Conditions
For *Vivid World*

Name : __________ Name : __________ Date : __/__/____

## Requisition Form

1537

| | | | |
|---|---|---|---|
| Company Name: | G V Research Centre Pvt Ltd | Date: | 01-12-2021 |
| Site & Phase : | Head Office | Time: | |
| Supplier | | Req. No. | 183318 |
| Material required before date: | | ID No. | ~~71591~~ 71951 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | 12A toner refilling | | 1 | No | | |
| 2 | 12A Blade | | 1 | No | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | 83491 | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

Remarks: This is for site

| | | | |
|---|---|---|---|
| Prepared By | Suneel | Approved by | |
| Sign.& Date | 01-12-2021 | Sign. & Date | |

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