PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	23/12/21	Prepared by:	Sneha
PO/WO no.	83879	PO / WO Date.	22/12/21
Supplier Name	Vivid world	PO/WO amount	772.90/-
Firm/Company	Silver oak villas llp	Project	H.O
Sl. No.	Bill No.	Bill Date	Bill amount
1	2237	22/12/21	772.90/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			772.90/-

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:	772.90/-
Amount E – PO / WO value:	772.90/-
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	27/12/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha		APPROVED 27 DEC 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	23/12/21						

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. : 2237			Transport Mode :
Invoice Date :22/12/2021			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Bill to Party	Ship to Party
Address: M/S. SILVER OAK VILLAS LLP, 5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MG RD, SECBAD.	GATE PASS NO:6608
GST: 36ADBFS3288A2Z7	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 DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
HP 12A LASER TONER BLADE	8443		01	100.00	100.00	18.00	9%	9.00	9%	9.00	118.00
					655.00	117.90					772.90

INWARD
Inward No: 660 Dt: 21/12/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

RS. SEVEN HUNDRED SEVENTY TWO AND NINTY PAISE ONLY

(RS.772.90)

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 8833 Date: 23/12 Sign:

	655.00
ADD :CGST 9%	58.95
ADD: SGST 9%	58.95
Total Amount After Tax	772.90

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

Purchase Order

83879

 23-12-2021 15:00:07

5:35:00

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

Supplier Details			
Vivid World	**Doc No**	83879	183340
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	22-12-2021	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	22-12-2021	
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	3530 - Computers and Peripherals - Toner Magnet - Other - nos *Blade*	1.00	100.00	0.00	18.00	118.00
3	3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
	Total Order Value . . .					**772.90**

Rupees : Seven Hundred Seventy Two and Paise Ninty 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 HO 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 ***Silver Oak Villas LLP***

Authorised Signatory

27/12/2021

Name : ______________________

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ______________________

Date : __/__/___

Requisition Form

Company Name:	Silver Oak Villas	Date:	22-12-2021
Site & Phase :	Head office	Time:	
Supplier		Req. No.	183340
Material required before date:		ID No.	72320

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner refilling		1	No		
2	12A Toner drum		1	No		
3	12A Toner Blade		1	No		
4						
5	83879					
6						
7						
8						
9						
10						

Remarks: This is for Head office

APPROVED
27 DEC 2021
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	Suneel	Approved by	
Sign.& Date	22-12-2021	Sign. & Date	

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