

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 16/4/22		Prepared by: <i>[Signature]</i>		Serial no. 2904	
Supplier name: M/S. Virid world				HO inward no.	
Firm/Company: GIVRC		Project: Ho		HO received date	
PO/WO date: 10/4/22		PO/WO No. 85590		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2267	10/4/22	384/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.			/	☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 384/-

Proof of delivery by way of ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.: 103856	Proof of delivery matches MRN ☒ Yes ☐ No
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Amount B – Other Credits : Transportation charges

Amount C – Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier: 384/-

Amount E – PO / WO value: 384/-

Amount F – Difference (A – E):

Quantity received as per PO / WO ☒ Yes ☐ Excess received ☐ Short received ☐ Part received

Close PO / WO ☒ Yes ☐ No – wait for balance material ☐ Other

Payment – due date: 28/4/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	<i>[Signature]</i>				
Sign:	<i>[Signature]</i>				
Date:	16/4/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit.
 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 2267			Transport Mode :		
Invoice Date :10/02/2022			Vehicle Number :		
Reverse Charge (Y/N) :			Date of Supply :		
State : TELANGANA		Code	36		
Bill to Party			Ship to Party		
Address: M/s. GV RESEARCH PVT LTD, 5-4-187/3&4, 2 ND FLOOR, SOHAM MANSION, MG ROAD, SECBAD.			GATE PASS NO:6638		

State : TELANGANA	Co	State :	Code
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[illegible]

(RS. 383.50)



ADD :CGST 9%	29.25
ADD :SGST 9%	29.25
Total Amount After Tax	383.50

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

Page(s) 1 Of 1

16-02-2022 12:17:08

Original

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



14.02.22 2:32:33

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

Doc No	85590	183401
Doc Date	10-02-2022	
Quote No	Nil	
Quote Date	10-02-2022	
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 Ricoh Tonner	1.00	325.00	0.00	18.00	383.50
Total Order Value . . .					383.50

Rupees : Three Hundred Eighty Three and Paise Fifty 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 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 **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		G V Research Center		Date:		10-02-2022	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		183401	
Material required before date:					ID No.		73741
No	Description	Size	Quantity	Units	Inward No	Date	
1	Ricoh toner refilling		1	No			
2							
3							
4							
5							
6	85590						
7							
8							
9							
10							
Remarks: This is for HO							
Prepared By		Suneel		Approved by			
Sign. & Date		10-02-2022		Sign. & Date			

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

