# PURCHASE DIVISION Advice for approval for credit to supplier



Date:		8/3/2	Prepare	ed by	910	20	Serial no.			2704
Supplier nar	me	Viv	rid w	orle			HO inward	d no.		
Firm/Compa	any	GURC	Daning		Ho		HO receiv	ed date		
PO/WO date	е	28/2/2	PO/WO	No.	8615	7	Scan ID.		A manual and a second	
SI no.		Bill no:	•	Bill	date		Bill amount		Original	attached
1.	8	279		281.	2/22	764	655	- 1	Yes	□ No
2.		1							□ Yes	п №
3.				2					□ Yes	□ No
4.						1			□ Yes	o No
Amount A -	- Bills to	otal (Excluding	Transport & F	Iamali Charg	ges):			6	55-	
Proof of del	ivery by	way of: DCs	/bill   Steel	report  RM	C pour repor	rt 🗆 Soli	d block rep	ort 🗆 Ins	tallation r	eport
MRN nos.:		104641				Proof o	f delivery	4	Yes D	No
		Credits : Transpo	etation charge			materies	2 IATIVIA	-		
			mation charge	:8				_		
Amount C -								_	-	
		-C) – Amount t	o be credited t	to the supplie	er:			65	55 -	
Amount E –	PO/W	O value:						6	55/	
Amount F -	Differe	nce (A – E):							-	
Quantity rec	eived as	s per PO /WO		Yes o	Excess receiv	ved 🗆 She	ort received	□ Part re	eceived	
Close PO/V	VO			Yes D	No – wait for	r balance	material D	Other		
Payment - d	ue date				14/3	122				
Remarks:										
			a a	18.						
Approved	d by	Purchase Offi	i i	rchase	MD	a constant of the	Accoun	tant		ounts
Name:		glanz	7			d'agraphic de la company de la				
Sign:		glanor	)							
Date		41/2/2	1							
Approval lin	nit	Upto 20k	Above 2	20k	Above 100	c	Upto 20k		Above 2	0k

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.

# 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

		_			VOIC						
Invoice No.: 2279			$I \Lambda$	/\ 11\	_			8			
Invoice No. : 2279  Invoice Date :28/02/2022					Transport Mode :  Vehicle Number :						
Reverse Charge (Y/N):					-	Supply:					
State : TELANGANA	Cod	le	3	6	Dute of	зарріу.					
Bill to Party							9	Ship to Pa	arty		
Address: M/s . GV RESEARCH CENTRE PVT LTD, 5-4-187/3&4, 2 <sup>ND</sup> FLOOR, SOHAM MANSION , MG ROAD,SECBAD.					GP. 66 Hb						
GST: 36AAHCG4562D1ZP	1 N 6				GSTIN:						
State : TELANGANA	I I E I		Co		State :	10	12				Code
Product Description	HSN Code	U O M	Qty.	Rate	Amount	TAXABLE VALUE	CGS	T		SGST	TOTAL
		IVI			Late of		RATE	AMT	RATE	AMT	
HP 12A LASER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
HP 2A LAASER TONER DRUM	8443	H	01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
3		+-					-		-		-
		Ш			1 1 1 1 1 1						
		+									
Challenger and Company and Company			2000 3000	The same of the sa	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					v	
	INWAL	A LEWIS CO., LANSING	-		- English		2 1				W-T W-T
Inward No	1799	Dt	281	2/11	100				2	10 2	
MRN No:	THE RESERVE		APP ARE		- fysi						
Received	Ву:	Sig	n:	45				11			
Jam	THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.	FR	TIF	S	8						
and the second s	17111111111										2
		H						actions for 8		e.	
		Ш									-
							υ.,	- Te			9 E
CA 000 400 400 900 90		1			555.00	99.90					654.90
\$			18	T SA	Par						555.00
RS. SIX HUNDRED FIFTY FOUR AND NINTY PAISE ONLY.					Soil	ADD :CGST	9%				49.95
(RS.654.90)				o: 1170	122	ADD: SGST 9%  Total Amount After Tax				49.95	
				gn:	lm				10		
		6	10			I otal Amour	nt After Fax		e 2	140	654.90
				Age and the same of the same o		Cert	ified that t	he particulars	given abo	ve are true ar	nd correct
Bank Details						-		For VIV	-31	111	
Bank Name : INDIAN BANk								15	000	10/6	
Branch : Narayanguda Branch	_		51					10	MA	)ng	
Bank A/C : 406746378			Comm	non Seal		-		Authorize	ed Sign	atory &	
Bank IFSC : IDIB000N015											

### **Purchase Order**

Page(s) 1 Of 1

07-03-2022 14:56:32

28.02.22 2:52:28

From Company: G V Reserch Centers Pvt Ltd

5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-50

G S T No.: 36AAHCG4562D1ZP

Supplier Details					
Vivid World		Doc No	86157	183428	
204, Kubera Towers, Naraya	naguda, Hyderabad.	Doc Date	22		
		Quote No	Nil		
GSTIN 36AVTPS1528D1ZB		<b>Quote Date</b>	28-02-2022		
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
2 3522 - Computers and Peripherals - Toner drum - NA - nos 12A	1.00	325.00	0.00	18.00	383.50
		Total Or	der Value	e	654.90

### 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

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 Security

Nil 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 GV Reserch Centers Pvt Ltd

Authorised Signatory

Accepted the above Terms And Conditions

For Vivid World

M	
0	Name :
Name :	- Name:

Date	1	1	

Requisition Form

Company Name:	Date:		28-02-2022					
Site & Phase : Head office		Time	Time:					
Supplier		Req.	No.	1	1026129			
Material required before date:		ID No	0.		183428			
No	Description	Size	Quantity	Units	Inward No	Date		
1 12A toner refillir	g		1	No				
2 12A Toner Drum		,	i	No				
3								
4								
5								
6	86153							
7	80,							
8								
9					/			
10				/				
Remarks: This is for He	)			16	160			
Prepared By	Appro	Approved by Sign. & Date						
Sign.& Date 28-02-2022		Sign.	Sign. & Date date in last 2 columns					