

PURCHASE DIVISION
Advice for approval for credit to supplier

⑧

Date: 25/3/22		Prepared by: <i>Moni</i>		Serial no. 2452	
Supplier name: <i>vivid world</i>				HO inward no.	
Firm/Company: <i>SSLP</i>		Project: <i>HO</i>		HO received date	
PO/WO date: 16/3/22		PO/WO No. 86716		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2295	16/3/22	654.90/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			654.90/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:		Proof of delivery matches MRN	☒ 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:			654.90/-
Amount E – PO / WO value:			654.90/-
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		28/3/22	
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	<i>Moni</i>	<i>Moni</i>			
Sign:	<i>Moni</i>	<i>Moni</i>			
Date	25/3/22	6 MAR 2022			
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 weightment 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

TAX INVOICE

Invoice No. : 2295

Invoice Date : 16/03/2022

Reverse Charge (Y/N) :

State : TELANGANA

Co'de

36

Bill to Party

Address: M/s. SUMMIT SALES LLP,
5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MG RD, SECBAD

Transport Mode :

Vehicle Number :

Date of Supply :

Ship to Party

GATE PASS NO : 6659

GST: 36ACQFS2044C1Z7.

GSTIN :

State : TELANGANA

State :

Code

Product Description

HSN
Code

U
O
M

Qty.

Rate

Amount

TAXABLE
VALUE

CGST

SGST

TOTAL

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 12 ALASER TONER DRUM

8443

01

325.00

325.00

58.50

9%

29.25

9%

29.25

383.50

INWARD

Inward No: 886

Di: 13/12

MRN No:

Dr:

Received By:

Sign:

MODI PROPERTIES

555.00

99.90

654.90

RS. SIX HUNDRED FIFTY FOUR AND NINTY PAISE ONLY.

(RS.654.90)

INWARD

NO: 92530

Date: 23/3

Sign: L

ADD : CGST 9%

555.00

ADD: SGST 9%

49.95

Total Amount After Tax

49.95

654.90

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

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24-03-2022 11:35:48



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From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

86716
16.03.22 2:13:34

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

Doc No	86716	183449
Doc Date	16-03-2022	
Quote No	Nil	
Quote Date	16-03-2022	
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	1.00	230.00	0.00	18.00	271.40
2 3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
Total Order Value . . .					654.90

Rupees : Six Hundred Fifty Four 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
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 **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Summit Sales LLP		Date:		16-03-2022	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		183449	
Material required before date:					ID No.		74772
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A toner refilling		1	No			
2	12A Toner Drum		1	No			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for HO							
Prepared By		Suneel		Approved by			
Sign & Date		16-03-2022		Sign. & Date			

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

