

PURCHASE DIVISION
Advice for approval for credit to supplier

③

Date: 23/4/22		Prepared by: <i>[Signature]</i>		Serial no. 3434	
Supplier name: Vivid world				HO inward no.	
Firm/Company: SS44		Project: Hto		HO received date	
PO/WO date: 8/4/22		PO/WO No. 87642		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2317	8/4/22	6551-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A - Bills total (Excluding Transport & Hamali Charges): 6551-

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
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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: 6551-

Amount E - PO / WO value: 6551-

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: 2/5/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	<i>[Signature]</i>				
Sign:	<i>[Signature]</i>				
Date	23/4/22				
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 weightment clips, 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. : 2317

Invoice Date : 08/04/2022

Reverse Charge (Y/N) :

State : TELANGANA

Code

36

Transport Mode :

Vehicle Number :

Date of Supply :

Bill to Party

Ship to Party

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

GATE PASS NO:6670

GST: 36ACQFS2044C1Z7

GSTIN :

State : TELANGANA

Co
de

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 12A LASER TONER DRUM

8443

01

325.00

325.00

58.50

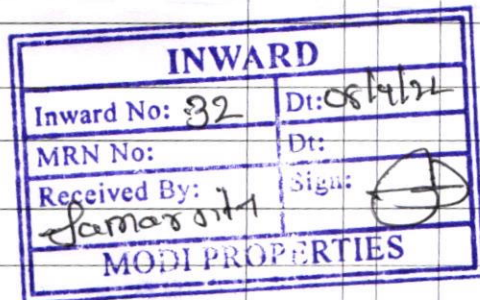
9%

29.25

9%

29.25

383.50



555.00

99.90

654.90

RS. SIX HUNDRED FIFTY FOUR AND NINTY PAISE ONLY...

(RS.654.90)



ADD :CGST 9%

49.95

ADD: SGST 9%

49.95

Total Amount After Tax

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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22-04-2022 14:21:07

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


87642
20.04.22 3:07:37

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

Doc No	87642	183484
Doc Date	08-04-2022	
Quote No	Nil	
Quote Date	08-04-2022	
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 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 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 Head office 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:		08-04-2022	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		183484	
Material required before date:					ID No.		75529

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner refilling		1	Nos		
2	12A toner drum 87642		1	No		
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: This is for Head Office

Prepared By		Suneel		Approved by			
Sign.& Date		08-04-2022		Sign. & Date			

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