E

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/4/22	Prepared by	Manoj	Serial no.	- 3586
Supplier name	vivid World			HO inward no.	
Firm/Company	SSLLP	Project		HO received date	
PO/WO date	26/4/22	PO/WO No.	87748	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2328	26/4/22	3050.30	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3050.30

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:	3050.30
Amount E – PO / WO value:	3050.30
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	02/5/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj				
Sign:	Manoj				
Date	28/4/~				
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.

Purchase Order

    27-04-2022 11:07:47

87748
20.04.22 3:07:38

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

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB
6682-3161/ 6682-3171   92462-15868

Doc No	87748	169738
Doc Date	26-04-2022	
Quote No	Nil	
Quote Date	26-04-2022	
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*	7.00	230.00	0.00	18.00	1,899.80
2	3522 - Computers and Peripherals - Toner drum - NA - nos *12A*	3.00	325.00	0.00	18.00	1,150.50
			Total Order Value . . .			**3,050.30**

Rupees : Three Thousand Fifty and Paise Thirty 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	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
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 Site office (SSLLP) 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:	26.04.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169738
Material required before date:		ID No.	75953

No	Description	Size	Quantity	Units	Inward No	Date
1.	HP Laser Toner Refilling 87748	12Amps	7	Nos		
2.	HP Laser Toner Refilling	12Amps	3	Nos		

Remarks: For Site Office purpose.

Prepared By	Vanajakshi	Approved by	
Sign.& Date	26.04.2022	Sign. & Date	

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

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. : 2328			Transport Mode :
Invoice Date :26/04/2022			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	
Bill to Party			Ship to Party
Address: M/s. SUMMIT SALES LLP(CHERLAPALLY SITE), 5-4-187/3&4, 2ND FLOOR, SOHAM MANSIO, MG ROAD, SECBAD.			GATE PASS N:6538
GST: 36ACQFS2044C1Z7.			GSTIN :
State : TELANGANA	Code		State : ... Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
HP 12A LASER TONER REFILLING	3707		07	230.00	1610.000	289.80	9%	144.90	9%	144.90	1899.80
HP 12A LASER TONER DRUM	8443		03	325.00	975.00	175.50	9%	87.75	9%	87.75	1150.50
					2585.00	465.30					3050.30

RS. THREE THOUSAND FIFTY AND THIRTY PAISE ONLY...

(RS.3050.30)

	2585.00
ADD :CGST 9%	232.65
ADD: SGST 9%	232.65
Total Amount After Tax	3050.30

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