

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date: 28/4/22		Prepared by		Serial no.	3592
Supplier name: Vivid World				HO inward no.	
Firm/Company: SSKP		Project		HO received date	
PO/WO date: 17/4/22		PO/WO No: 8776		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	2324	17/4/22	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					
Remarks: 02/5/22					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	9/10				
Sign:	9/10				
Date	9/10				
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

Page(s) 1 Of 1

28-04-2022 10:13:24

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



87776

20.04.22 3:07:38

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

Doc No	87776	203004
Doc Date	17-04-2022	
Quote No	Nil	
Quote Date	17-04-2022	
SupplyType	Supply	

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

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:		17-04-2022	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		203004	
Material required before date:				ID No.		75913	

No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner refilling	1	No			
2	12A toner drum	1	No			
3						
4						
5						
6	87776					
7						
8						
9						
10						

Remarks: This is for Head office purpose

Prepared By		K.Suneel		Approved by			
Sign. & Date		17-04-2022		Sign. & Date			

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

Requisition Form

Company Name:				Date:			
Site & Phase :				Time:			
Supplier				Req. No.			
Material required before date:				ID No.			

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Prepared By				Approved by			
Sign. & Date				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. : 2324

Invoice Date : 17/04/2022

Reverse Charge (Y/N) :

State : TELANGANA

Code

36

Transport Mode :

Vehicle Number :

Date of Supply :

Bill to Party

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

Ship to Party

GATE PASS NO:6674

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%

555.00

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

