PURCHASE DIVISION
Advice for approval for credit to supplier

\Date:	7/6/22	Prepared by	Manoj	Serial no.	4999
Supplier name	Vivid World			HO inward no.	
Firm/Company	SSLLP	Project	HO	HO received date	
PO/WO date	30/5/22	PO/WO No.	88990	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2356	30/5/22	1050.20/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1050.20/-
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:	1,050/-
Amount E – PO / WO value:	1,050/-
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	12/6/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj				
Sign:	Manoj				
Date	7/6/22				
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 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

TAX INVOICE

Invoice No. : 2356	Transport Mode :
Invoice Date :30/05/2022	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, 5-4-187/3&4 , 2ND FLOOR, SOHAM MANSION, MG ROAD, SECBAD.	
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		03	230.00	690.00	124.20	9%	62.10	9%	62.10	814.20
HP 12A LASER TONER BLADE	8443		02	100.00	200.00	36.00	9%	18.00	9%	18.00	236.00
					890.00	160.20					1050.20

INWARD
Inward No: 161 Dt: 8-6-22
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

SUMMIT SALES LLP
IN WARD
No: 95255
Date: 8/6/22
Sign:
R.R. DIST.

RS. ONE THOUSAND FIFTY AND TWENTY PAISE ONLY..

(RS.1050.20)

	890.00
70.65	80.10
ADD: SGST 9%	80.10
Total Amount After Tax	1050.20

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

07-06-2022 14:19:42

88990
20.05.22 3:37:24

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	88990	203032
Doc Date	30-05-2022	
Quote No	Nil	
Quote Date	30-05-2022	
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	3.00	230.00	0.00	18.00	814.20
2	3530 - Computers and Peripherals - Toner Magnet - Other - nos	2.00	100.00	0.00	18.00	236.00
				Total Order Value . . .		**1,050.20**

Rupees : One Thousand Fifty and Paise Twenty 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
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 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

Name : _____

Accepted the above Terms And Conditions

For ***Vivid World***

Name : _____

Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP	Date:	30-05-2022
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	203032
Material required before date:		ID No.	76945

No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner refilling		3	Nos		
2	Toner blade		2	Nos		
3						
4						
5						
6	88990					
7						
8						
9						
10						

Remarks: This is for HO.

Prepared By	K.Suneel	Approved by	
Sign.& Date	30-05-2022	Sign. & Date	

APPROVED
07 JUN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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.