

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date: 25/6/22		Prepared by: [Signature]		Serial no. 5498																															
Supplier name: Virid world				HO inward no.																															
Firm/Company: SSKLP		Project: SHLP		HO received date																															
PO/WO date: 13/6/22		PO/WO No. 89371		Scan ID.																															
Sl no.	Bill no.	Bill date	Bill amount	Original attached																															
1.	2368	13/6/22	23601	☐ Yes ☐ No																															
2.				☐ Yes ☐ No																															
3.				☐ Yes ☐ No																															
4.				☐ Yes ☐ No																															
Amount A – Bills total (Excluding Transport & Hamali Charges):				23601																															
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report																																			
MRN nos.: 108920		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:				2,3601																															
Amount E – PO / WO value:				2,3601																															
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		4/7/22																																	
Remarks:																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>M D</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Name:</td> <td>[Signature]</td> <td>[Signature]</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sign:</td> <td>[Signature]</td> <td>[Signature]</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>25/6/22</td> <td>MINISH PARIKH</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Approval limit</td> <td>Upto 20k</td> <td>Above 20k</td> <td>Above 100k</td> <td>Upto 20k</td> <td>Above 20k</td> </tr> </table>						Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager	Name:	[Signature]	[Signature]				Sign:	[Signature]	[Signature]				Date	25/6/22	MINISH PARIKH				Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k
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Date	25/6/22	MINISH PARIKH																																	
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.

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 2368

Invoice Date :13/06/2022

Reverse Charge (Y/N) :

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 MANSION, MG ROAD,
SECBAD

GST:36ACQFS2044C1Z7

GSTIN :

State : TELANGANA

Co
de

State :

Code

RS. TWO THOUSAND THREE HUNDRED AND SIXTY ONLY...

(RS.2360..00)

70.65

180.00

ADD: SGST 9%

180.0

Total Amount After Tax	
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2360.00

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

Page(s) 1 Of 1

23-06-2022 12:57:17



89371

07.06.22 12:13:55

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	89371	169921
Doc Date	13-06-2022	
Quote No	Nil	
Quote Date	13-06-2022	
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	5.00	230.00	0.00	18.00	1,357.00
2 3530 - Computers and Peripherals - Toner Magnet - Other - nos	2.00	100.00	0.00	18.00	236.00
3 3522 - Computers and Peripherals - Toner drum - NA - nos	2.00	325.00	0.00	18.00	767.00
Total Order Value . . .					2,360.00

Rupees : Two Thousand Three Hundred Sixty 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

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 Site 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

Name : _____

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Date : ____/____/____

Requisition Form									
Company Name: SLLP		Date: 13.06.2022							
Site & Phase : SHLLP		Time: 12:00							
Supplier:		Req. No. 169921							
Material required before 26.06.2022		ID No. 77415							
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date			
1	COMP2442-Peripherals-Laser Toner-Refilling-HP-12A-Nos	5	0	5					
2	COMP5692-Peripherals-Laser Toner-Blade-HP-NA-Nos	2	0	2					
3	COMP9929-Peripherals-Laser Toner-Drum-HP-12A-Nos	2	0	2					
4									
5									
6									
7									
8									
9									
10									
Remarks: For Site office Purpose.									
Prepared By: Engineer		Project Manager		Purchase		MD			
Approved By: N. Vanajakshi									
Sign & Date: 23.06.2022									