

PURCHASE DIVISION
Advice for approval for credit to supplier

9

Date: 19/7/22		Prepared by: [Signature]		Serial no. 6406	
Supplier name: Vivid word				HO inward no.	
Firm/Company: Sshup		Project: Ho		HO received date	
PO/WO date: 15/7/22		PO/WO No. 90121		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2385	15/7/22	9261-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.			/	☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			926
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:			9261-
Amount E – PO / WO value:			9261-
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		25/7/22	
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	[Signature]				
Sign:	[Signature]				
Date	19/7/22				
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.

8708

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 2385			Transport Mode :
Invoice Date :15/07/2022			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, 2 ND FLOOR, SOHAM MANSION, MG RD, SECBAD.			GATE PASS NO:2925
GST: 36ACQFS2044C1Z7			GSTIN :

Co
de

Code

[illegible]

(RS.926.30)

70.65	70.65
ADD: SGST 9%	70.65
Total Amount After Tax	926.30

Bank Details

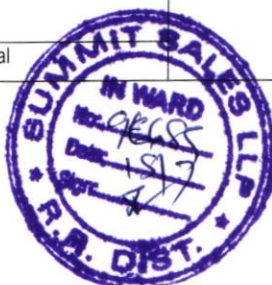
Bank Name	: INDIAN BANK
Branch	: Narayanguda Branch
Bank A/C	: 406746378
Bank IFSC	: IDIB000N015

Common Seal

Certified that the particulars given above are true and correct

For VIVID WORLD

Authorized Signatory





Purchase Order

Page(s) 1 Of 1

19-07-2022 11:19:41

From Company : **Summit Sales LLP**

5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.

G S T No. : 36ACQFS2044C1Z7



90171

14.07.22 12:47:27

Supplier Details

Vivid World

204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

Doc No

90171

203054

Doc Date

15-07-2022

Quote No

Nil

Quote Date

15-07-2022

SupplyType

Supply

Kind Attn : **Mr. Vishal**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 244200 - COMP-Peripherals - Laser Toner-Refilling-HP - 12A - Nos	2.00	230.00	0.00	18.00	542.80
2 992900 - COMP-Peripherals - Laser Toner-Drum-HP - 12A - Nos	1.00	325.00	0.00	18.00	383.50
Total Order Value . . .					926.30

Rupees : Nine Hundred Twenty Six 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 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 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**

Date : ____/____/____

Name : _____

Requisition Form									
Company Name:		Summit Sales LLP		Date:		2022-07-15			
Site & Phase :		HO		Time:					
Supplier:				Req. No.		203054			
Material required before date:				ID No.		78144			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No				
1	COMP2442-Peripherals-Laser Toner-Refilling-HP-12A-Nos	2	0	2					
2	COMP9929-Peripherals-Laser Toner-Drum-HP-12A-Nos	1	0	1					
3									
4									
5									
6									
7									
8									
9									
10									
Remarks:		This is for HO							
Prepared By:		Engineer		Project Manager					
Approved By:		Suneel							
Sign & Date:									

APPROVED
Purchase
19 JUL 2022
MINISH PARIKH
MANAGER PROCUREMENT