PURCHASE DIVISION
Advice for approval for credit to supplier

9

Date:	19/7/22	Prepared by	Moni	Serial no.	6406
Supplier name	Vivid word			HO inward no.	
Firm/Company	SSHP	Project	HO	HO received date	
PO/WO date	15/7/22	PO/WO No.	90171	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:	Moni				
Sign:	Moni				
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.

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. : 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, 2ND FLOOR, SOHAM MANSION, MG RD, SECBAD.			GATE PASS NO:2925
GST: 36ACQFS2044C1Z7			GSTIN :
State : TELANGANA	Code		State : / Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST RATE	CGST AMT	SGST RATE	SGST AMT	TOTAL
HP 12 A LSER TONER REFILLING	3707		02	230.00	460.00	82.80	9%	41.40	9%	41.40	542.80
HP 12A LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29..25	3835.0
					785.00	141.30					926.30

INWARD
Inward No: 310 Dt: 15/7/22
MRN No: Dt:
Received By: Sampath Sign:
MODI PROPERTIES

RS. NINE HUNDRED TWENTY SIX AND THIRTY PAISE ONLY…

(RS.926.30)

	785.00
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

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 9868
Date: 18/7
Sign:

Purchase Order

    19-07-2022 11:19:41

90171
14.07.22 12:47:27

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	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
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
19/07/22
Name : ______

Name : ______

Accepted the above Terms And Conditions
For *Vivid World*

Date : __/__/____

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 90171	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				
	Engineer	Project Manager		Purchase	
Prepared By:	Suneel				
Approved By:					
Sign & Date:					

APPROVED
19 JUL 2022
MINISH PARIKH
MANAGER PROCUREMENT