

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 26/8/22		Prepared by: Sneh		Serial no. 7366	
Supplier name: Vivid world		Project:		HO inward no.	
Firm/Company: SSUP		PO/WO No. 91239		HO received date	
PO/WO date: 11/8/22		Bill no. 2411		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	2411	17/8/22	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):				654.90/-	
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		29/8/22			
Remarks: final bill -					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Sneh				
Sign:	[Signature]				
Date	26/8/22				
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 weightment 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

24-08-2022 16:35:17



91239

17.08.22 12:59:50

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	91239	203081
Doc Date	11-08-2022	
Quote No	Nil	
Quote Date	11-08-2022	
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	1.00	230.00	0.00	18.00	271.40
2 992900 - COMP-Peripherals - Laser Toner-Drum-HP - 12A - Nos	1.00	325.00	0.00	18.00	383.50
Total Order Value . . .					654.90

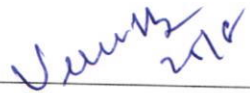
Rupees : Six Hundred Fifty Four and Paise Ninty Only.

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 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 : __/__/__

9092

Requisition Form		Summit sales		Date:	2022-08-11		
Company Name:				Time:			
Site & Phase :		HO					
Flat/Block no.							
Supplier:				Req. No.	203081		
Material required before date:				ID No.	78844		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	COMP2442-Peripherals-Laser Toner-Refilling-HP-12A-Nos	3	0	3			
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	Purchase	MD		
Approved By:				APPROVED 25 AUG 2022 P. VENKATESHWARLU MANAGER PURCHASE			
Sign & Date:							

R1ZPA 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

Invoice No. : 2411			Transport Mode :
Invoice Date :17/08/2022			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.	GATE PASS NO:2938

GST: 36ACQFS2044C1Z7			GSTIN :	
State : TELANGANA	Co		State :	Code

[illegible]

RS. SIX HUNDRED FIFTY FOUR AND NINTY PAISE ONLY...

(RS.654.90)

ADD:CGST 9%	49.95
ADD: SGST 9%	49.95
Total Amount After Tax	654.90

Bank Details			Certified that the particulars given above are true and correct For VIVID WORLD  Authorized Signatory
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

