

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 26/8/22		Prepared by: Susha		Serial no. 7363	
Supplier name: Vivid world		Project: H.O		HO inward no.	
Firm/Company: Sslup		PO/WO No. 91272		HO received date	
PO/WO date: 11/8/22		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2406	11/8/22	271.40/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 271.40/-

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: 271.40/-

Amount E – PO / WO value: 271.40/-

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: 26/8/22

Remarks: final bill -

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Susha	Venka			
Sign:					
Date	26/8/22	APPROVED 29 AUG 2022			
Approval limit	Upto 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.

Purchase Order

Page(s) 1 Of 1

24-08-2022 16:09:40



py

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

91272
17.08.22 12:59:51

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

Doc No	91272	203080
Doc Date	11-08-2022	
Quote No	Nil	
Quote Date	11-08-2022	
SupplyType	Supply	

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

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
Total Order Value . . .					271.40

Rupees : Two Hundred Seventy One and Paise Fourty 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

Accepted the above Terms And Conditions

For **Vivid World**

Name :

Name :

Date : __/__/__

Requisition Form					
Company Name:		Summit sales		Date:	2022-08-11
Site & Phase :		HO		Time:	
Flat/Block no.					
Supplier:				Req. No.	203080
Material required before date:				ID No.	78845
S No	Item	Qty required	Qty available at site	Order Qty	Inward No
1	COMP2442-Peripherals-Laser Toner-Refilling-HP-12A-Nos	1		0	1
2					
3					
4					
5					
6					
7					
8					
9					
10					
Remarks:		This is for HO			
Engineer		Project Manager		Purchase	MD
Prepared By: suneel		APPROVED 25 AUG 2022 P. VENKATESHWAR MANAGER PURCH.			
Approved By:					
Sign & Date:					

M/s. VIVID WORLD

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

TAX INVOICE

[illegible]