PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	8/9/22	Prepared by	Sneha	Serial no.	**8083**
Supplier name	Vivid world			HO inward no.	
Firm/Company	Summit sales llp	Project	H.O	HO received date	
PO/WO date	29/8/22	PO/WO No.	91744	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2420	29/8/22	542.80/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			542.80/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	111530	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:			542.80/-
Amount E – PO / WO value:			542.80/-
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	12/9/22		
Remarks:	– final bill –		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Sneha				
Sign:	[signature]				
Date	8/9/22				
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

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

Invoice No. : 2420			Transport Mode :
Invoice Date 29/08/2022			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, MGRD, SECBAD			GATE PASS NO: 2942
GST: 36ACQFS2044C1Z7			GSTIN :
State : TELANGANA	Code		State : / Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
HP 12A/ 88A LASER TONER REFILLING	3707		02	230.00	460.00	82.80	9%	41.40	9%	41.40	542.80
					460.00	82.80					542.80

INWARD
Inward No: 418 Dt: 1/9/22
MRN No: 11530 Dt: 9/9/22
Received By: Sign:
MODI PROPERTIES

RS. FIVE HUNDRED FORTY TWO AND EIGHTY PAISE ONLY... (RS.542.80)		460.00
	ADD:CGST 9%	41.40
	ADD: SGST 9%	41.40
	Total Amount After Tax	542.80

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.
INWARD No: 98799
Date: 8/9/22
Sign:

Purchase Order

 08-09-2022 16:23:55

Original / Office Copy / Purchase Div.Copy

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	91744	203097
Doc Date	29-08-2022	
Quote No	Nil	
Quote Date	29-08-2022	
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	2.00	230.00	0.00	18.00	542.80
			Total Order Value . . .			**542.80**

Rupees : Five Hundred Fourty Two and Paise Eighty 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

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ______________________

Name : ______________________

Date : __/__/____

Requisition Form						
Company Name:	Summit Sales LLP	Date:	2022-08-29			
Site & Phase :	HO	Time:				
Unit No./Block No.						
Supplier:		Req. No.	203097			
Material required before date:		ID No.	79519			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	COMP7490-Peripherals-Laser Toner-Refilling-HP-88A-Nos	1	0	1		
2						
3						
4	91744					
5						
6						
7						
8						
9						
10						
Remarks:	This is for HO					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Suneel					
Approved By:						
Sign & Date:						