

PURCHASE DIVISION  
Advice for approval for credit to supplier

②

|                           |  |                          |  |                  |  |
|---------------------------|--|--------------------------|--|------------------|--|
| Date: 19/9/22             |  | Prepared by: [Signature] |  | Serial no.       |  |
| Supplier name: Vividworld |  |                          |  | HO inward no.    |  |
| Firm/Company: SSKUP       |  | Project: Ho              |  | HO received date |  |
| PO/WO date: 16/9/22       |  | PO/WO No.: 92051         |  | Scan ID.         |  |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached                                                   |
|--------|----------|-----------|-------------|---------------------------------------------------------------------|
| 1.     | 2435     | 16/9/22   | 542.801 -   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.     |          |           |             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |
| 3.     |          |           | /           | <input type="checkbox"/> Yes <input type="checkbox"/> No            |
| 4.     |          |           |             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |

|                                                                                                                                                                                                                                                  |                               |                                                                                                                                                                 |                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Amount A – Bills total (Excluding Transport & Hamali Charges):                                                                                                                                                                                   |                               |                                                                                                                                                                 | 542.801 -                                                           |
| Proof of delivery by way of <input checked="" type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report |                               |                                                                                                                                                                 |                                                                     |
| MRN nos.: 111892                                                                                                                                                                                                                                 | Proof of delivery matches MRN |                                                                                                                                                                 | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Amount B – Other Credits : Transportation charges                                                                                                                                                                                                |                               |                                                                                                                                                                 | -                                                                   |
| Amount C – Other Debits :                                                                                                                                                                                                                        |                               |                                                                                                                                                                 | -                                                                   |
| Amount D (D=A+B-C) – Amount to be credited to the supplier:                                                                                                                                                                                      |                               |                                                                                                                                                                 | 5431 -                                                              |
| Amount E – PO / WO value:                                                                                                                                                                                                                        |                               |                                                                                                                                                                 | 5431 -                                                              |
| Amount F – Difference (A – E):                                                                                                                                                                                                                   |                               |                                                                                                                                                                 | -                                                                   |
| Quantity received as per PO / WO                                                                                                                                                                                                                 |                               | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received |                                                                     |
| Close PO / WO                                                                                                                                                                                                                                    |                               | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other                                  |                                                                     |
| Payment – due date                                                                                                                                                                                                                               |                               | 26/9/22                                                                                                                                                         |                                                                     |
| Remarks:                                                                                                                                                                                                                                         |                               |                                                                                                                                                                 |                                                                     |

| Approved by    | Purchase Officer | Purchase Manager | M D        | Accountant | Accounts Manager |
|----------------|------------------|------------------|------------|------------|------------------|
| Name:          | [Signature]      | [Signature]      |            |            |                  |
| Sign:          | [Signature]      | [Signature]      |            |            |                  |
| Date           | 19/9/22          |                  |            |            |                  |
| Approval limit | Upto 20k         | Above 20k        | Above 100k | Upto 20k   | Above 20k        |

APPROVED

19 SEP 2022

P. VENKATESHWARLU  
MANAGER PURCHASE

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

19-09-2022 15:43:34

Orig

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



92051  
16.09.22 3:00:43

### Supplier Details

Vivid World  
204, Kubera Towers, Narayanaguda, Hyderabad.

|            |            |        |
|------------|------------|--------|
| Doc No     | 92051      | 203111 |
| Doc Date   | 16-09-2022 |        |
| Quote No   | Nil        |        |
| Quote Date | 16-09-2022 |        |
| 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 | 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

**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

*V. Kumar*  
19/09/22

Accepted the above Terms And Conditions

For **Vivid World**

Name : \_\_\_\_\_

Name : \_\_\_\_\_

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. : 2435       |      |    | Transport Mode : |
| Invoice Date :16/09/2022 |      |    | Vehicle Number : |
| Reverse Charge (Y/N) :   |      |    | Date of Supply : |
| State : TELANGANA        | Code | 36 | Ship to Party    |

Bill to Party  
Address: M/s . SUMMIT SALES LLP ,  
5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MG RD,  
SECBAD.

Ship to Party

GATE PASS NO:6701

**GST: 36ACQFS2044C1Z7**

GSTIN :

State : TELANGANA

State :

Code

[illegible]

RS. FIVE HUNDRED FORTY TWO AND EIGHTY PAISE ONLY...  
(RS.542.80)

ADD:CGST 9%

ADD: SGST 9%

|                        |  |
|------------------------|--|
| Total Amount After Tax |  |
|------------------------|--|

### 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



|                                |                                                       |                  |                       |           |            |             |  |
|--------------------------------|-------------------------------------------------------|------------------|-----------------------|-----------|------------|-------------|--|
| Requisition Form               |                                                       | Summit Sales LLP |                       | Date:     | 2022-09-16 |             |  |
| Company Name:                  |                                                       | Summit Sales LLP |                       |           |            |             |  |
| Site & Phase :                 |                                                       | HO               |                       | Time:     |            |             |  |
| Unit No./Block No.:            |                                                       |                  |                       |           |            |             |  |
| Supplier:                      |                                                       |                  |                       | Req. No.  | 203111     |             |  |
| Material required before date: |                                                       |                  |                       | ID No.    | 79844      |             |  |
| S No                           | Item                                                  | Qty required     | Qty available at site | Order Qty | Inward No  | Inward Date |  |
| 1                              | COMP2442-Peripherals-Laser Toner-Refilling-HP-12A-Nos | 2                | 0                     | 2         |            |             |  |
| 2                              |                                                       |                  |                       |           |            |             |  |
| 3                              |                                                       |                  |                       |           |            |             |  |
| 4                              |                                                       |                  |                       |           |            |             |  |
| 5                              |                                                       |                  |                       |           |            |             |  |
| 6                              |                                                       |                  |                       |           |            |             |  |
| 7                              |                                                       |                  |                       |           |            |             |  |
| 8                              |                                                       |                  |                       |           |            |             |  |
| 9                              |                                                       |                  |                       |           |            |             |  |
| 10                             |                                                       |                  |                       |           |            |             |  |
| Remarks:                       |                                                       | This is for HO   |                       |           |            |             |  |
|                                |                                                       |                  |                       |           |            |             |  |
| Engineer                       |                                                       | Project Manager  |                       | Purchase  |            | MD          |  |
| Prepared By:                   |                                                       | Suneel           |                       |           |            |             |  |
| Approved By:                   |                                                       |                  |                       |           |            |             |  |
| Sign & Date:                   |                                                       |                  |                       |           |            |             |  |

**APPROVED**  
**19 SEP 2022**  
**P. VENKATESHWARLU**  
**MANAGER PURCHASE**