PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 4/10/22 | Prepared by | kavitha | Serial no. | |
| Supplier name | M/s. vivid world | | | HO inward no. | |
| Firm/Company | SSLLP | Project | HO | HO received date | |
| PO/WO date | 24/9/22 | PO/WO No. | 92539 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 2450 | 24/9/22 | 1197.71- | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |
| 4. | | | | |

| | | | |
|---|---|---|---|
| Amount A-Bills total (Excluding Transport & Hamali Charges): | | | 1197.71- |
| MRN nos.: | Inward no - 540 | 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: | | | 1197.71- |
| Amount E – PO / WO value: | | | 1197.71- |
| 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 | 10/10/22 | | |
| Remarks: | | | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | kavitha | | | | |
| Sign: | 10/10/22 | | | | |
| Date | | | | | |
| 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. : 2450 | | | Transport Mode : |
| Invoice Date :24/09/2022 | | | 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,<br>5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MGRD, SECBAD. | | | G.P.NO: 6702 |
| **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 12A / 88A LASER TONER REFILLING | 3707 | | 03 | 230.00 | 690.00 | 124.20 | 9% | 62.10 | 9% | 62.10 | 814.20 |
| HP 88A LASER TONER DRUM | 8443 | | 01 | 325.00 | 325.00 | 58.50 | 9% | 29.25 | 9% | 29.25 | 383.50 |
| | | | | | 1015.00 | 182.70 | | | | | 1197.70 |

INWARD
Inward No: 540 Dt: 29/9/22
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

**RS. ONE THOUSAND ONE HUNDRED NINTY SEVEN AND SEVENTY PAISE ONLY...**

**(RS.1197.70)**

| | |
|---|---|
| | 1015.00 |
| ADD:CGST 9% | 91.35 |
| ADD: SGST 9% | 91.35 |
| Total Amount After Tax | 1197.70 |

| 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

VIVID WORLD Hyderabad Narayanaguda

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 99879
Date: 01/10/22
Sign:

# Purchase Order

 03-10-2022 14:17:38

92539
03.10.22 5:34:55

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<br>204, Kubera Towers, Narayanaguda, Hyderabad. | **Doc No** | 92539 | 203120 |
| | **Doc Date** | 24-09-2022 | |
| **GSTIN** 36AVTPS1528D1ZB | **Quote No** | Nil | |
| | **Quote Date** | 24-09-2022 | |
| 6682-3161/ 6682-3171 92462-15868 | **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 | 3.00 | 230.00 | 0.00 | 18.00 | 814.20 |
| 2 | 474500 - COMP-Peripherals - Laser Toner-Drum-HP - 88A - Nos | 1.00 | 325.00 | 0.00 | 18.00 | 383.50 |
| | | | | | **Total Order Value . . .** | **1,197.70** |

Rupees : One Thousand One Hundred Ninty Seven and Paise Seventy 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<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>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: | 24-09-2022 | | | |
| Site & Phase : | Head Office | Time: | | | | |
| Unit No./Block No. | | | | | | |
| Supplier: | | Req. No. | 203120 | | | |
| Material required before date: | | ID No. | 80262 | | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No | Inward Date |
| 1 | COMP2442-Peripherals-Laser Toner-Refilling-HP-12A-Nos 92539 | 3 | 0 | 3 | | |
| 2 | COMP4745-Peripherals-Laser Toner-Drum-HP-88A-Nos | 1 | 0 | 1 | | |
| 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: | | | | | | |