

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	31.10.22	Prepared by	S. Jay Sudha	Serial no.	10075
Supplier name	VIVID world			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	29-10-22	PO/WO No.	93352	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2466	18-10-22	542.80	☐ Yes ☐ No
2.			/	☐ Yes ☐ No
3.				☐ Yes ☐ No
4.			542.80	☐ Yes ☐ No

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

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
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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: 7-11-22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	S. Jay Sudha				
Sign:	<i>[Signature]</i>				
Date	31.10.22				
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

[illegible]

Purchase Order

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29-10-2022 11:07:25 AM



93352

18.10.22 2:23:37

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.

6682-3161/ 6682-3171
92462-15868

Doc No	93352	203136
Doc Date	29-10-2022	
Quote No	NIL	
Quote Date	29-10-2022	
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 / Brand** 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 Cost** 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 : _____

Contact : _____

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Date : __/__/__

Requisition Form								
Company Name:		Summit Sales LLP		Date:	2022-10-26			
Site & Phase :		HO		Time:				
Unit No./Block No.								
Supplier:				Req. No.	203136			
Material required before date:				ID No.	20942			
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:								

RO
99352