

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date: 25-11-22		Prepared by: S. Jayasudha		Serial no. 10712	
Supplier name: Vivid world				HO inward no.	
Firm/Company: SSLP		Project: H.O		HO received date	
PO/WO date: 24-11-20		PO/WO No. 94307		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2491	18-11-22	1309.80 /-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			1309.80 /-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 114252	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:			1309.80 /-
Amount E – PO / WO value:			1309.80 /-
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		5-12-22	
Remarks: Final bill			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Venka			
Sign:					
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.

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 2491			Transport Mode :
Invoice Date :18/11/2022			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Ship to Party

GATE PASS NO:6723

GSTIN :

Co
de

Code

INWARD	
Inward No: 681	Dt: 18/1/24
MRN No: 114252	Dt:
Received By: <i>Jarom</i>	Sign: <i>A</i>
MOBI PROPERTIS	

(RS.1309.80)

1110.00

99.90

1309.80

Certified that the particulars given above are true and correct

For **VIVID WORLD**

Authorized Signatory



Purchase Order

Page(s) 1 Of 1

24-11-2022 14:16:26



94307

16.11.22 3:26:22

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	94307	203174
Doc Date	24-11-2022	
Quote No	Nil	
Quote Date	18-11-2022	
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
2 992900 - COMP-Peripherals - Laser Toner-Drum-HP - 12A - Nos	2.00	325.00	0.00	18.00	767.00

Total Order Value . . .**1,309.80**

Rupees : One Thousand Three Hundred Nine 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

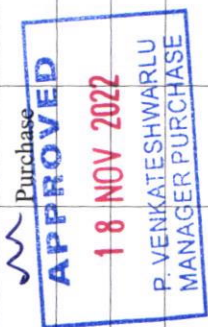
Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Name : _____

Date : __/__/__

Requisition Form									
Company Name:		Summit Sales LLP		Date:	18-11-2022				
Site & Phase :		HO		Time:					
Unit No./Block No.									
Supplier:				Req. No.	203174				
Material required before date:				ID No.	81791				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date			
1	COMP3485-Peripherals-Laser Toner-Refilling-HP-12A-Nos	2	0	2					
2	COMP4047-Peripherals-Laser Toner-Drum-HP-12A-Nos	2	0	2					
3									
4									
5									
6									
7									
8									
9									
10									
Remarks:		This is for HO							
Engineer		Project Manager				MD			
Prepared By: suneel									
Approved By:									
Sign & Date:									

P.O.No. 94307