PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/12/22	Prepared by	Kalpana	Serial no.	**11726**
Supplier name	Vivid world			HO inward no.	
Firm/Company	SSLLP	Project	HO	HO received date	
PO/WO date	14/12/22	PO/WO No.	95035	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2504	12/12/22	773/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	773/-

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	115082	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:	773/-
Amount E – PO / WO value:	773/-
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	19/12/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kalpana				
Sign:					
Date	15/12/22				
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

A 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. : 2504			Transport Mode :
Invoice Date : 12/12/2022			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 MASION, MGRD, SECBAD.			GATE PASS NO:6728
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 88A LASER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
HP 88A LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
HP 88A LASER TONER BLADE	8443		01	100.00	100.00	18.00	9%	9.00	9%	9.00	118.00
					655.00	117.90					772.90

INWARD
Inward No: 745 Dt: 12/12/22
MRN No: 115082 Dt:
Received By: Samarjith Sign:
MODI PROPERTIES

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 10265
Date: 14/12/22
Sign:

RS. SEVEN HUNDRED SEVENTY TWO AND NINTY PAISE ONLY...

(RS.772.90)

	655.00
ADD:CGST 9%	58.95
ADD: SGST 9%	58.95
Total Amount After Tax	772.90

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

Purchase Order

 14-12-2022 4:02:03 PM

95035
13.12.22 3:48:41

iv.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	**Doc No**	95035	203189
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	14-12-2022	
	Quote No	nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	12-12-2022	
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	749000 - COMP-Peripherals - Laser Toner-Refilling-HP - 88A - Nos	1.00	230.00	0.00	18.00	271.40
2	474500 - COMP-Peripherals - Laser Toner-Drum-HP - 88A - Nos	1.00	325.00	0.00	18.00	383.50
3	569200 - COMP-Peripherals - Laser Toner-Blade-HP - NA - Nos	1.00	100.00	0.00	18.00	118.00
	Total Order Value . . .					**772.90**

Rupees : Seven Hundred Seventy Two and Paise Ninty Only.

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
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	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NIL
Other Terms	Payment will be made only after inspection of material.Above material for HO.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	

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:	2022-12-12		
Site & Phase :	HO	Time:			
Unit No./Block No.					
Supplier:	95035	Req. No.	203189		
Material required before date:		ID No.	82421		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No
1	COMP7336-Peripherals-Laser Toner-Refilling-HP-88A-Nos - 749000	1	0	1	
2	COMP2843-Peripherals-Laser Toner-Drum-HP-88A-Nos - 414500	1	0	1	
3	COMP4668-Peripherals-Laser Toner-Blade-HP--Nos - 569200	1	0	1	
4					
5					
6					
7					
8					
9					
10					
Remarks:	This is for HO				
	Engineer	Project Manager		Purchase	
Prepared By:	Suneel				
Approved By:					
Sign & Date:					