

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 05/01/23		Prepared by: Kalpana		Serial no. 12831	
Supplier name: Vivid world				HO inward no.	
Firm/Company: SSCP		Project: HO		HO received date	
PO/WO date: 95764		PO/WO No. 04/01/23		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2515	26/12/22	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.: 115798	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		09/01/23	
Remarks:			

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

Purchase Order

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05-01-2023 14:50:51



95764

27.12.22 3:34:37

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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

95764

203208

Doc Date

04-01-2023

Quote No

nil

Quote Date

26-12-2022

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	1.00	230.00	0.00	18.00	271.40
2 992900 - COMP-Peripherals - Laser Toner-Drum-HP - 12A - Nos	1.00	325.00	0.00	18.00	383.50
3 430100 - COMP-Peripherals - Laser Toner-Magnet-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 / 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 work 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:	2022-12-26			
Site & Phase :		HO	Time:				
Unit No./Block No.							
Supplier:			Req. No.	203208			
Material required before date:			ID No.	83095			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	COMP3485-Peripherals-Laser Toner-Refilling-HP-12A-Nos	1	0	1			
2	COMP4047-Peripherals-Laser Toner-Drum-HP-12A-Nos	1	0	1			
3	COMP6044-Peripherals-Laser Toner-Magnet-HP--Nos	1	0	1			
4							
5							
6							
7							
8							
9							
10							
Remarks:		This is for HO					
Engineer		Project Manager		Purchase		MD	
Prepared By:		Suneel					
Approved By:							
Sign & Date:							