PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	03/02/23	Prepared by	Kalpana	Serial no.	13956
Supplier name	Vivid world			HO inward no.	
Firm/Company	SSLLP	Project	HO	HO received date	
PO/WO date	28/01/23	PO/WO No.	96560	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2533	21/01/23	1198/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1198/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 116794 — 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:	1198/-
Amount E – PO / WO value:	1198/-
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	13/02/23
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kalpana				
Sign:	[signature]				
Date	03/02/23				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
03 FEB 2023
MINISH PARIKH
MANAGER PROCUREMENT

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. : 2533			Transport Mode :
Invoice Date : 21 /01/2023			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 MANSION, MG RD , SECBAD.		GATE PASS NO:6745	
GST: 36ACQFS2044C1Z7		GSTIN :	
State : TELANGANA	Code	State :	Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
HP 12A LASER TONER REFILLING	3707		03	230.00	690.00	124.20	9%	20.70	9%	20.70	814.20
HP 12A 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: 856 Dt: 21/1/23
MRN No: 116794 Dt:
Received By: Somarnath Sign:
MODI PROPERTIES

RS. ONE THOUSAND ONE HUNDRED NINTY SEVEN AND SEVENTY PAISE ONLY....		1015.00
	ADD:CGST 9%	91.35
(RS. 1197.70)	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: 10416
Date: 25/1/23
Sign:

Purchase Order

　03-02-2023 12:29:13

96560
28.01.23 12:54:52

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**	96560	203233
	Doc Date	28-01-2023	
	Quote No	nill	
	Quote Date	21-01-2023	
	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	244200 - COMP-Peripherals - Laser Toner-Refilling-HP - 12A - Nos	2.00	230.00	0.00	18.00	542.80
					Total Order Value . . .	**1,197.70**

Rupees : One Thousand One Hundred Ninty Seven and Paise Seventy 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
Penality 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:	2023-01-21			
Site & Phase :	HO	Time:				
Unit No./Block No.						
Supplier:		Req. No.	203233			
Material required before date:	96560	ID No.	83646			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	COMP3485-Peripherals-Laser Toner-Refilling-HP-12A-Nos	3	0	3		
2	COMP4047-Peripherals-Laser Toner-Drum-HP-12A-Nos	1	0	1		
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	This is for HO					
	Engineer	Project Manager	APPROVED	Purchase		MD
Prepared By:	Suneel		03 FEB 2023			
Approved By:			MINISH PARIKH			
Sign & Date:			MANAGER PROCUREMENT			