PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	08/02/23	Prepared by	Kalpang	Serial no.	14298
Supplier name	vivid world			HO inward no.	
Firm/Company	SSLLP	Project	HO	HO received date	
PO/WO date	08/02/23	PO/WO No.	96960	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2536	02/02/23	655/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	655/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	117188	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:	655/-
Amount E – PO / WO value:	655/-
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:	Kalpang				
Sign:	[signature]				
Date	08/02/23				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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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. : 2536	Transport Mode :
Invoice Date : 02 /02/2023	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 MASION , MG RD, SECBAD.	GATE PASS NO:6748
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 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
					555.00	99.90					654.90

INWARD
Inward No: 880 Dt: 8/2/23
MRN No: 117/88 Dt:
Received By: Sign:
MON PROPERTIES

RS. SIX HUNDRED FIFTY FOUR AND NINTY PAISE ONLY....

(RS. 654.90)

	550.00
ADD:CGST 9%	49.95
ADD: SGST 9%	49.95
Total Amount After Tax	654.90

Bank Details	
Bank Name	: INDIAN BANk
Branch	: Narayanguda Branch
Bank A/C	: 406746378
Bank IFSC	: IDIB000N015

Common Seal

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 6528
Date: 8/2/23
Sign:

Certified that the particulars given above are true and correct

For VIVID WORLD

Authorized Signatory

Purchase Order

 08-02-2023 16:04:08

96960
28.01.23 12:54:55

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.	**Doc No**	96960	203237
	Doc Date	08-02-2023	
	Quote No	nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	02-02-2023	
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	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
	Total Order Value . . .					**654.90**

Rupees : Six Hundred Fifty Four 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
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

Name : 09/02/2023

Accepted the above Terms And Conditions
For ***Vivid World***

Name : ______

Date : __/__/____

Requisition Form						
Company Name:	Summit sales LLP	Date:	2023-02-02			
Site & Phase :	HO	Time:				
Unit No./Block No.						
Supplier:	96960	Req. No.	203237			
Material required before date:		ID No.	84108			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	COMP7336-Peripherals-Laser Toner-Refilling-HP-88A-Nos	1	0	1		
2	COMP2843-Peripherals-Laser Toner-Drum-HP-88A-Nos	1	0	1		
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	Rhis is for HO					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Suneel					
Approved By:						
Sign & Date:						

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