

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		15/6/20		Prepared by:		v. Parali	
PO/WO no.		22 67761		PO / WO Date.		22/5/20	
Supplier Name		vivid world		PO/WO amount		384/-	
Firm/Company		summit sales hwp		Project		sswbp	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	1686	22/5/20		384/-			
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						384/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	—	—	19931	☒ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
4.				☐ Yes ☐ No			
Amount B – Other Credits :						—	
Amount C – Other Debits :						—	
Amount D (D=A+B-C) – Amount to be credited to the supplier:						384/-	
Amount E – PO / WO value:						384/-	
Amount F – Difference (A – E):						—	
Quantity received as per PO / WO			☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)				
Is difference between PO / Bill acceptable?			☐ Yes ☐ No (explained below)				
Excess / short material received			☐ Approved – within acceptable limits ☐ No (explained below)				
Close PO / W?O			☒ Yes ☐ No – wait for balance material ☐ No (explained below)				
Advance paid / PDC given (deduct when paying)			☐ Yes – Rs. <u>1/-</u> ☒ No				
Payment – due date			19/6/20				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	<i>v. Parali</i>	<i>P. S.</i>					
Date	15/6/20	15/6					

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

PO 187.79

Flat No. 503, G2 Block, Indu Aranaya Pallavi Apts., Bandlaguda,
Nagole, Hyderabad – 500 068, Telangana State. Tel : +91-9246215868

TAX INVOICE

the particulars given above are

For VIVID WORLD

Authorized Signatory

Purchase Order

From Company : **Summit Sales LLP**
 5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
 G S T No. : 36ACQFS2044C1Z7



67761
 03.06.20 12:48:13

Supplier Details

Vivid World
 204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

Doc No	67761	16220
Doc Date	22-05-2020	
Quote No	Nil	
Quote Date	22-05-2020	
SupplyType	Supply	

Kind Attn : Mr. Vishal

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
Rupees : Three Hundred Eighty Three and Paise Fifty Only.					Total Order Value . . . 383.50

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 site office use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Summit Sales LLP		Date:		23-05-2020	
Site & Phase :				Time:			
Supplier		SSLLP		Req. No.		16220	
Material required before date:				ID No.		57432	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Ricoh Lazer		1	No			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for purchase							
Prepared By		K.Suneel		Approved by			
Sign.& Date		23-05-2020		Sign. & Date			

Note: On receipt of material at site write inward number and date in last 2 columns.

Requisition Form

Company Name:				Date:			
Site & Phase :				Time:			
Supplier				Req. No.			
Material required before date:				ID No.			
No	Description	Size	Quantity	Units	Inward No	Date	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:							
Prepared By				Approved by			
Sign.& Date				Sign. & Date			

Note: On receipt of material at site write inward number and date in last 2 columns.