

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		03/01/2020		Prepared by:		V. Raval:	
PO/WO no.		68535		PO / WO Date.		13/06/2020	
Supplier Name		Vivid world		PO/WO amount		271/-	
Firm/Company		Summit Sales LLP		Project		SSLLP	
Sl. No.		Bill No.		Bill Date		Bill amount	
1.		1700		13/06/2020		271/-	
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):							
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	-	-	-	☐ 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:							
Amount E – PO / WO value:							
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. ____/- ☒ No			
Payment – due date				10/01/2020			
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	3/7/20						
Date	10/01/2020						

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

Purchase Order

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01-07-2020 17:39:28



68535

02.07.20 12:12:26

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	68535	16315
Doc Date	13-06-2020	
Quote No	Nil	
Quote Date	13-06-2020	
SupplyType	Supply	

Kind Attn : Mr. Vishal

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3523 - Computers and Peripherals - Toner refill - NA - nos 12A	1.00	230.00	0.00	18.00	271.40
Total Order Value . . .					271.40

Rupees : Two Hundred Seventy One and Paise Fourty 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 site office use purpose

Completion Date Nil

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		30-05-2020	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		16315	
Material required before date:					ID No.		58155
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A Toner refilling		1	No			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for rajyalakshmi printer							
Prepared By		Suneel		Approved by			
Sign.& Date		20-05-2020		Sign. & Date			

PO
68535



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

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 1700			Transport Mode :
Invoice Date : 13/06/2020			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	Ship to Party :

Ship to Party

GATE PASS NO:1036

GSTIN :

State :

		230.00
RS .TWO HUNDRED SEVENTY ONE AND FORTY PAISE ONLY. (RS.271.40)	ADD :CGST 9%	20.70
	ADD: SGST 9%	20.70
	Total Amount After Tax	271.40
	GST on Reverse Charge	

(RS.271.40)

ADD :CGST 9%	20.70
ADD: SGST 9%	20.70
Total Amount After Tax	271.40
GST on Reverse Charge	

Common Seal

For **VIVID WORLD**

Authorized Signatory