

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		03/07/2020		Prepared by:		V. Ravali	
PO/WO no.		68521		PO / WO Date.		13/06/2020	
Supplier Name		Vivid world		PO/WO amount		655/-	
Firm/Company		Summit Sales LLP		Project		SSLLP	
Sl. No.		Bill No.		Bill Date		Bill amount	
1.		1703		13/06/2020		655/-	
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 / WO				☒ Yes ☐ No – wait for balance material ☐ No (explained below)			
Advance paid / PDC given (deduct when paying)				☐ Yes – Rs. /- ☒ No			
Payment – due date				10/07/2020.			
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	3/7/20						

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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02-07-2020 12:43:53 PM



68521

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.

6682-3161/ 6682-3171

92462-15868

Doc No

68521

16297

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
2 3522 - Computers and Peripherals - Toner drum - NA - 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

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 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:		20-05-2020	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		16297	
Material required before date:					ID No.		58123

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner refilling		1	No		
2	12 Drum		1	No		
3						
4						
5						
6						
7						
8						
9						
10						

20
68521

APPROVED
 02 MAY 2020
 MINISH PARIKH
 MANAGER PROCUREMENT

Remarks: This is for Bhavani printer			
Prepared By		Suneel	
Sign.& Date		20-05-2020	
Approved by			
Sign. & Date			

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. : 1703			Transport Mode :
Invoice Date : 13/06/2020			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Ship to Party

GATE PASS NO: 1039.

GSTIN :

State :

Co
de[illegible]

ADD: CGST 9%	49.95
ADD: SGST 9%	49.95
Total Amount After Tax	654.90
GST on Reverse Charge	

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