8

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	03/07/2020	Prepared by:	V. Ravali
PO/WO no.	68523	PO / WO Date.	24/06/2020
Supplier Name	Vivid world	PO/WO amount	926/-
Firm/Company	Summit Sales LLP	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1715	24/06/2020	926/-
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:	926/-
Amount E – PO / WO value:	926/-
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	10/07/2020.

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	3/7/20		APPROVED 03 JUL 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	V. Ravali						

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

Requisition Form

Company Name:	Summit sales LLP	Date:	24-06-2020
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16300
Material required before date:		ID No.	58170

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

PO 68529

APPROVED
02 JUL 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: This is for CR dept

Prepared By	K.Suneel	Approved by	
Sign.& Date	24-06-2020	Sign. & Date	

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

Purchase Order

Page(s) 1 Of 1 02-07-2020 12:53:36 PM

68523
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**	68523	16300
	Doc Date	24-06-2020	
	Quote No	Nil	
	Quote Date	24-06-2020	
	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*	2.00	230.00	0.00	18.00	542.80
2	3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
				Total Order Value . . .		**926.30**

Rupees : Nine Hundred Twenty Six and Paise Thirty 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 site office use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : 02/07/2020

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ____________

Date : __/__/____

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. : 1715			Transport Mode :
Invoice Date : 24/06/2020			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 ROAD , SRCBAD-3			GATE PASS NO:1049
GST: 36ACQFS2044C1Z7.			GSTIN :
State : TELANGANA	Code		State : Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST RATE	CGST AMT	SGST RATE	SGST AMT	TOTAL
HP 12A LASER TONER REFILLING	3773		02	230.00	460.00	82.80	9%	41.40	9%	41.40	542.80
HP 12A LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
					785.00	141.30					926.30

INWARD
Inward No: 215 Dt: 24/06/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 6703
Date 3/7/20
Sign.

RS . NINE HUNDRED TWENTY SIX AND THIRTY PAISE. (RS.926.30)		785.00
	ADD :CGST 9%	70.65
	ADD: SGST 9%	70.65
	Total Amount After Tax	926.30
	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

VIVID WORLD Narayanaguda

Authorized Signatory