

## PURCHASE DIVISION Advice for approval for credit to supplier

PO/WO anount  PO/WO amount  PO/WO amount  Project  SSLLP  Bill No.  Bill No.  Bill No.  Bill No.  Bill No.  Bill Date  Bill amount  Amount A - Bills total(Excluding Transport & Hamali Charges):  SI. No.  DC No  DC. Date  MRN No.  DC matches MRN  1.  2.  DYes D No  1.  2.  Amount C - Other Debits:  Amount C - Other Debits:  Amount E - PO / WO value:  Amount F - Difference (A - E):  Quantify received as per PO / WO  Is difference between PO / Bill acceptable?  Excess / short material received  Approved—within acceptable limits: D No (explained below)  DYes D No - wait for balance material D No (explained below)  Advance paid / PDC given (deduct when paying)  Payment — due date  Approved—within acceptable limits: D No (explained below)  DYes D No - wait for balance material D No (explained below)  DYes D No - wait for balance material D No (explained below)  DYes D No - wait for balance material D No (explained below)  DYes D No - wait for balance material D No (explained below)  DYes D No - wait for balance material D No (explained below)  DYes D No - wait for balance material D No (explained below)  DYes D No - wait for balance material D No (explained below)  DYes D No - wait for balance material D No (explained below)  DYes D No - wait for balance material D No (explained below)  DYes D No - wait for balance material D No (explained below)  DYes D No - wait for balance material D No (explained below)  DYes D No - wait for balance material D No (explained below)  DYes D No - wait for balance material D No (explained below)  DYes D No - wait for balance material D No (explained below)  Approved Differ Manager  Approved Purchase  Officer Manager  MD Accounts—  Accountant Accounts Manager  MD Accounts—  MD MD Accounts—  MD MD Accounts—  MD M	Date:		03/04/21	020		Prepare	d by:		1/.	Ravali		
PO/WO amount   PO/WO amount   PO/WO amount   PO/WO amount   PO/WO amount   Project   SSLLP   Sil No.   Bill No.   Bill No.   Bill Date   Bill amount   Bill amount   Project   SSLLP   Bill amount   Project   SSLLP   Bill amount   Po/WO amount	PO/WO no.					PO / W	O Date.					
Sign:    Project   SSLLP   Sill amount   Sill No.   Bill No.   Bill No.   Bill Date   Bill amount   Sill No.   Bill No.   Bill Date   Bill amount   Sill No.   Sill A   D6   2020   926   Sill A   Sill Stotal(Excluding Transport & Hamali Charges):	Supplier Na	me		war ld	Ø.	PO/WC	amount					
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Amount A – Bills total(Excluding Transport & Hamali Charges):  Si. No. DC No DC. Date MRN No. DC matches MRN  1. Pes □ 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 F – Difference (A – E):  Quantity received as per PO/WO  Is difference between PO / Bill acceptable? □ Yes □ No (explained below)  Is difference between PO / Bill acceptable? □ Yes □ No wait for balance material □ No (explained below)  Advance paid / PDC given (deduct when paying) □ Yes − Rs. □ No  Payment – due date  Remarks:  Approved Purchase by Officer Manager Porcurement Manager Manager  MD Accounts – Accountant Accounts Manager  MD Accounts – Accountant Accounts Manager  MD Accounts – Accountant Manager  MD Accounts – Accountant Manager  Manager  MD Accounts – Accountant Manager  Manager	1.		1715			24	106/202	0	92	-61_		
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2/4/20	Sign:		-1-0		O DIXX	2020		bill				
Date William Control of the Control	Date	3	1180	M	INISH P	ARIKH		-		<del></del>		

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

٠	5 3		Requisit	1011 1 01111				
Company Name: Summit sales				Date:	24-06-2020			
Site	& Phase :	Head Office		Time:				
Supp	lier			Req. No.		16300		
Mate	erial required before da	ite:		ID No.		58170		
No	Des	cription	Size	Quantity	Units	1	Date	
1	12A toner refilling			3	Nos			
2	12A toner Drum	00/		2	No			
3		S/A						
4		13527						
5		60			Above	5		
6				A	1	0		
7				/ 0	7 00 101	.0		
8	383			100	NISH PAP	EMENT		
9				MAN	AGER PROCU			
10								
Rem	arks: This is for CR de	ept						
Prepa	ared By	K.Suneel		Approved by				
Sign.	.& Date	24-06-2020		Sign. & Date				
Note	· On receipt of materia	al at site write inward n	umber and date i	n last 2 columns		L		

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

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	Doc No	68523	16300		
204, Kubera Towers, Narayanaguda, Hyderabad.	Doc Date	24-06-2020			
	Quote No	Quote No Nil			
6682-3161/ 6682-3171	<b>Quote Date</b>	24-06-202	20		
92462-15868	SupplyType	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 Or	der Valu	e	926.30

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** Measurment

Nil Nil

Security

Nil

Remarks

	For	Summit	Sales	HP
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Authorised Signatory

Accepted the above Terms And Conditions

For Vivid World

	A	-1	10000
Name :	11/02	0	101

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

		Τ	'AX II	NVO]	CE						
Invoice No.: 1715	Transp	ort Mode :						0			
Invoice Date : 24/06/2020					Number:						
Reverse Charge (Y/N):				Date of	f Supply:						
State : TELANGANA	36							50.001			
Bill to Party				Ship to	Part	У					
Address: M/S. SUMMIT SALES LLP, 5-4-187/3&4, 2 <sup>ND</sup> FLOOR, SOHAM MAN MG ROAD , SRCBAD-3	GATE P	GATE PASS NO:1049									
GST: 36ACQFS2044C1Z7.				GSTIN :							
State : TELANGANA		C		State :						Co de	
Product Description	HSN Code C	) .	y Rate	Amount	TAXABLE VALUE	CG	ST		SGST	TOTA	Ľ
	1 "	+				RA	AMT	RA	AMT		
						TE		TE			
HP 12A LASER TONER REFILLING	2 230.00	460.00	82.80	9%	41.40	9%	41.40	542.	80		
HP 12A LASER TONER DRUM	325.00	58.50	9%	29.25	9%	29.25	383.	50			
INWARD Inward No: 215 Dt: MRN No: Dt: Received By: Corner DI MODI PROPER	O COLOR			785.00	WARD 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2					926.	30
-8 2		785.00						00			
DO NINE HUNDRED TWENTY CIV AND THIRTY DAIGE					ADD :CGST 9% 70.6					5	
RS. NINE HUNDRED TWENTY SIX AND THIRTY PAISE. (RS.926.30)					ADD: SGST 9%					70.6	5
(AND MOREO)			Total Amount After Tax					926.	30		
					GST on Revers	se Charge		OW	QP!		
Bank Details					Cer	rtified tha	11		above are tr	ue and co	rrect
Bank Name : INDIAN BANk	^	,					For	HVID	WORLD		
Branch : Narayanguda Branch		1					"	KT	181		
Bank A/C : 406746378							1/3	arava	ignatory		
Bank IFSC : IDIB000N015 Common Seal							A L	9 00	ignation		