

(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	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	3/7/20						
Date							

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								
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.

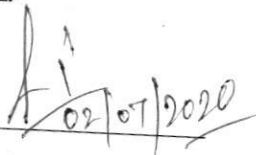
Terms and Conditions :-

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
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 :


02/07/2020

Accepted the above Terms And Conditions

For **Vivid World**

Name :

Date : _/_/_

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 1715			Transport Mode :
Invoice Date : 24/06/2020			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Ship to Party

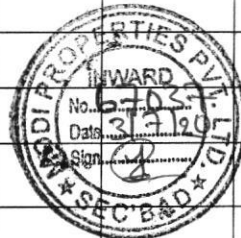
GATE PASS NO:1049

GSTIN :

State :

Co
de

INWARD	
Inward No: 215	Dt: 21/01/10
MRN No:	Dt:
Received By: <i>Hamir</i>	Sign: <i>(Signature)</i>
MODI PROPERTIES	



ADD :CGST 9%	70.65
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ADD: SGST 9%	70.65
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Total Amount After Tax	926.30
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GST on Reverse Charge

Certified that the particulars given above are true and correct

the particulars given above are true
For **VIVID WORLD**
Authorized Signatory