PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/7/20	Prepared by:	V. Ravali
PO/WO no.	68353	PO / WO Date.	13/07/20
Supplier Name	vivid world	PO/WO amount	767
Firm/Company	summit sales LLP	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1745	13/7/20	767/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			767/-

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:	767/-
Amount E – PO / WO value:	767/-
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	05/8/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	V. Ravali	[signature]					
Date	29/7/20	29/7					

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

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. : 1745			Transport Mode :
Invoice Date : 13/07/2020			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 (CHERLAPALLY SITE) , 5-4-187/3&4 , 2ND FLOOR , SOHAM MANSION, MG ROAD , SECBAD.	1590
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
RICOH LASER TONER REFILLING	3707		02	325.00	650.00	117.00	9%	58.50	9%	58.50	767.00
					650.00	117.00					767.00

		650.00
RS. SEVEN HUNDRED AND S IXTY SEVEN ONLY.	ADD :CGST 9%	58.50
(RS.767.00)	ADD: SGST 9%	58.50
	Total Amount After Tax	767.00
	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 Hyderabad Narayanaguda

Authorized Signatory

INWARD	
Inward No: 14581	Dt: 14/7/20
MRN No:	Dt:
Received By:	Sign:
SUMMIT SALES LLP	

Certified By:

Stores Manager

Purchase Order

 15-07-2020 14:08:38 Original / Office Copy / Purchase Div.Copy

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**	68353	14654
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	13-07-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	13-07-2020	
6682-3161/ 6682-3171 92462-15868	**SupplyType**	Supply	

Kind Attn : Mr. Vishal

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3502 - Computers and Peripherals - Catridge - NA - nos *Richo*	2.00	325.00	0.00	18.00	767.00
					Total Order Value . . .	**767.00**

Rupees : Seven Hundred Sixty Seven Only.

Terms and Conditions :-

Specification / 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 Summit Housing LLP
Cherlapally,Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay Nil
Transportation 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 printer 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 : __/__/____

Contact - -

Requisition Form

Company Name:	SSLLP	Date:	26.06.2020
Site & Phase :	SHLLP	Time:	1.00
Supplier		Req. No.	14654
Material required before date:		ID No.	57983

No	Description	Size	Quantity	Units	Inward No	Date
1	RICOH CATRIDGE FOR REFILLING		3	NOS		
2						
3						
4	PO					
5						
6	68357					
7						
8						

Remarks:

Prepared By	SOWMYA	Approved by	
Sign.& Date	26.06.2020	Sign. & Date	

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

APPROVED BY
26 JUN 2020
SOHAM MODI
MANAGING DIRECTOR