PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	5/8/20	Prepared by:	HEMENDRA
PO/WO no.	69250	PO / WO Date.	20/7/20
Supplier Name	Vivid World	PO/WO amount	890/90
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1752	20/7/20	890/90
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			890/90

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:	891/-
Amount E – PO / WO value:	890/90
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	**14.8.2020**

Remarks:_

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	5/8						

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 transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

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

PO 69250

TAX INVOICE

Invoice No. : 1752			Transport Mode :
Invoice Date : 20/07/2020			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, 5-4-187/3&4, 2ND FLOOR , SOHAM MANSION, MG ROAD , SECBAD.	GATE PASS NO:1172
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	3707		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
HP 12A LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
RICOH LASER TONER CHIP	8443		01	200.00	200.00	36.00	9%	18.00	9%	18.00	236.00
					755.00	135.90					890.90

INWARD
Inward No: 295 Dt: 20/7/20
MRN No: Dt:
Received By: Janardhan Sign:
MODI PROPERTIES

		755.00
RS. EIGHT HUNDRED NINTY AND NINTY PAISE ONLY….	ADD :CGST 9%	67.95
(RS.890.90)	ADD: SGST 9%	67.95
	Total Amount After Tax	890.90
	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

VIVID WORLD Narayanguda Hyderabad

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 67997
Date
Sign. 418

Purchase Order

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69250
31.07.20 12:12:34

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.	**Doc No**	69250	16368
	Doc Date	20-07-2020	
GSTIN 36AVTPS1528D1ZB	**Quote No**	Nil	
6682-3161/ 6682-3171 92462-15868	**Quote Date**	20-07-2020	
	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
3	3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	200.00	0.00	18.00	236.00
					Total Order Value . . .	**890.90**

Rupees : Eight Hundred Ninty 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
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 HO office use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*
Authorised Signatory

Name : 28/07/2020

Accepted the above Terms And Conditions
For *Vivid World*

Name : ____________

Date : __/__/__

...ales LLP ...equisition Form

	Head Office	Date	20-07-2020
Supplier		Time:	
Material required before date:		Req. No.	16368
		ID No.	58820

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

PO
69250

Remarks: This is for Purchase

APPROVED
28 JUL 2020
MANISH PARIKH
... PROCUREMENT

Prepared By	Suneel	Approved by	
Sign.& Date	20-07-2020	Sign. & Date	

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