PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	5/8/20	Prepared by:	SOWMYA
PO/WO no.	69322	PO / WO Date.	24/7/20.
Supplier Name	M/s vivid world	PO/WO amount	1,003
Firm/Company	Ssllp	Project	Sllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1759	24/7/20.	1,003
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,003.

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:				1,003
Amount E – PO / WO value:				1,003
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:	Sowmya						
Date	5/8/20						

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/-

58696

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 69322

TAX INVOICE

Invoice No. : 1759	Transport Mode :
Invoice Date : 24/07/2020	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.	GATE PASS NO:
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
RICOH LASER TONER CHIP	8443		01	200.00	200.00	36.00	9%	18.00	9%	18.00	236.00
					850.00	153.00					1003.00

RS. ONE THOUSAND AND THREE PAISE ONLY.
(RS.1003.00)

	850.00
ADD :CGST 9%	76.50
ADD: SGST 9%	76.50
Total Amount After Tax	1003.00
GST on Reverse Charge	

MODI PROPERTIES PVT. LTD. SEC'BAD — INWARD No. 67988 Date 7/8 Sign.

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

INWARD	
Inward No: 16620	Dt: 24/7/20
MRN No:	Dt:
Received By:	Sign:
SUMMIT SALES LLP	

Certified by:

Stores Manager

Bills attached.

Purchase Order

 31-07-2020 14:29:56

69322
31.07.20 12:25:04

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**	69322	14740
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	24-07-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	24-07-2020	
6682-3161/ 6682-3171 92462-15868	**SupplyType**	Supply	

Kind Attn : Mr. Vivshal

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	325.00	0.00	18.00	767.00
2	3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	200.00	0.00	18.00	236.00
	Total Order Value . . .					**1,003.00**

Rupees : One Thousand Three 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	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
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

31/07/2020

Name : ____________

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ____________

Date : __/__/____

PO
69322

Requisition Form

Company Name:	SSLLP	Date:	22.7.2020
Site & Phase :	SHLLP	Time:	13.15
Supplier		Req. No.	14740
Material required before date:		ID No.	58696

No	Description	Size	Quantity	Units	Inward No	Date
1	RICHO CATRIDGE FOR REFILLING		3	NOS		
2						
3						
4						
5						
6						
7						
8						
9						

APPROVED
1 JUL 2020
MANISH PARIKH
MANAGER PROCUREMENT

Remarks: FOR SSLLP USE

Prepared By	SOWMYA	Approved by	
Sign.& Date	22.07.2020	Sign. & Date	

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