PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	5/8/20.	Prepared by:	SOWMYA
PO/WO no.	69324.	PO / WO Date.	13/7/20
Supplier Name	M/s. Vivid world.	PO/WO amount	1,156
Firm/Company	SSllp	Project	Sllp
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1746	13/7/20.	1,156
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,156.

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:	1,156
Amount E – PO / WO value:	1,156
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	6/8/20.						

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/-

PO
69324

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. : 1746	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 , 5-4-187/3&4 , 2ND FLOOR , SOHAM MANSION, MG ROAD , SECBAD.	GATE PASS NO:1171
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		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
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
HP 12A LASER TONER BLADE	8443		01	100.00	100.00	18.00	9%	9.00	9%	9.00	118.00
					980.00	176.40					1156.40

INWARD
Inward No: 280 Dt: 14/7/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

RS. ONE THOUSAND ONE HUNDRED FIFTY SIX AND FORTY PAISE ONLY....

(RS.1156.40)

	980.00
ADD :CGST 9%	88.20
ADD: SGST 9%	88.20
Total Amount After Tax	1156.40
GST on Reverse Charge	

Certified that the particulars given above are true and correct

For VIVID WORLD

Authorized Signatory

Bank Details	
Bank Name	: INDIAN BANk
Branch	: Narayanguda Branch
Bank A/C	: 406746378
Bank IFSC	: IDIB000N015

Common Seal

MODI PROPERTIES PVT. LTD. SECBAD
INWARD
No. 67989
Date 4/8
Sign.

Purchase Order

69324
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 204, Kubera Towers, Narayanaguda, Hyderabad. **GSTIN** 36AVTPS1528D1ZB 6682-3161/ 6682-3171 92462-15868	**Doc No**	69324	16375
	Doc Date	13-07-2020	
	Quote No	Nil	
	Quote Date	13-07-2020	
	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	325.00	0.00	18.00	383.50
2	3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	230.00	0.00	18.00	271.40
3	3523 - Computers and Peripherals - Toner refill - NA - nos	1.00	325.00	0.00	18.00	383.50
4	3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	100.00	0.00	18.00	118.00
					Total Order Value . . .	**1,156.40**

Rupees : One Thousand One Hundred Fifty Six and Paise Fourty Only.

<u>Terms and Conditions :-</u>

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 HO 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 : __/__/____

Requisition Form

Company Name:	Summit Sales LLP	Date	13-07-2020
Site / Phase :	Head Office	Time:	
Supplier		Req. No.	16375
Material required before date:		ID No.	58892

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

PO 69324

APPROVED
31 JUL 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: This is for Purchase dept

Prepared By	Suneel	Approved by	
Sign.& Date	13-07-2020	Sign. & Date	

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