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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	01/09/2020	Prepared by:	MINISH
PO/WO no.	69863.	PO / WO Date	18/08/2020
Supplier Name	VIVID WORLD.	PO/WO amount	1422/-
Firm/Company	SSLLP.	Project name	SHLLP.
Sl. No.	Bill No	Bill Date	Bill amount
1.	1789.	20/08/2020	1422/-
2.			
3.			
4.			
5			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1422/-

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:	1422/-
Amount E – PO / WO value:	1,422/-
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 / WO	☑ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes ☑ No
Payment – due date	07/09/2020.
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:						
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 upto 25,000/- and Purchase Director thereafter. 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/-

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

69863

TAX INVOICE

Invoice No. : 1789			Transport Mode :
Invoice Date : 20/08/2020			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 RAOD, SECBAD-3.			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
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
					1205.00	216.90					1421.90

		1205.00
RS. ONE THOUSAND FOUR HUNDRED TWENTY ONE AND NINTY PAISE ONLY. (RS.1421.90)	ADD :CGST 9%	108.45
	ADD: SGST 9%	108.45
	Total Amount After Tax	1421.90
	GST on Reverse Charge	

INWARD No. 68808 Date 3/18 — MODI PROPERTIES PVT. LTD. SECBAD

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: Dt: 20/8/20
GRN No: Dt:
Received By: Sign:

SUMMIT SALES LLP

Certified by:

Stores Manager

Purchase Order

 26-08-2020 15:40:49

69863
26.08.20 1:23:35

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**	69863	14815
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	18-08-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	18-08-2020	
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	3523 - Computers and Peripherals - Toner refill - NA - nos	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	3502 - Computers and Peripherals - Catridge - NA - nos	2.00	325.00	0.00	18.00	767.00
					Total Order Value . . .	**1,421.90**

Rupees : One Thousand Four Hundred Twenty One and Paise Ninty 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 Refillinguse
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***
Authorised Signatory

Name : ______________

Contact ..

Accepted the above Terms And Conditions
For ***Vivid World***

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	19.08.2020
Site & Phase :	SHLLP	Time:	13.00
Supplier		Req. No.	14815
Material required before date:		ID No.	59255

No	Description	Size	Quantity	Units	Inward No	Date
1	RICOH CATRIDGE		2	NOS		
2	CANON CATRIDGE		2	NOS		
3						
4						
5		69863				
6						
7						
8						
9						

Remarks:CATRIDGE FOR REFILLING PURPOSE

Prepared By	SOWMYA	Approved by	
Sign.& Date	19.08.2020	Sign. & Date	

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