PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	01/09/20	Prepared by:	Keerthi
PO/WO no.	69859	PO / WO Date.	8/08/20
Supplier Name	Vivid world.	PO/WO amount	383.50
Firm/Company	Summit Sales LLP	Project	H.O
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1779	10/08/20	767/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	1779	10/08/20	82479	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ 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:				383.50
Amount F – Difference (A – E):				383.50/-

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	07/09/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi						
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 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

69859

TAX INVOICE

Invoice No. : 1779			Transport Mode :
Invoice Date : 10/08/2020			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 LTD, 5-4-187/3&4, 2ND FLOOR , SOHAM MANSION, MG ROAD, SECBAD.	GATE PASS NO:1193
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	3773		02	325.00	650.00	117.00	9%	58.50	9%	58.50	767.00
					650.00	117.00					767.00

INWARD
Inward No: 356 Dt: 10/08/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

		650.00
RS. SEVEN HUNDRED AND SIXTY SEVEN ONLY. **(RS.11800.00)**	ADD :CGST 9%	58.50
	ADD: SGST 9%	58.50
	Total Amount After Tax	767.00
	GST on Reverse Charge	

MODI PROPERTIES PVT. LTD. SECBAD
INWARD
No. 68816
Date 31/8

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

Purchase Order

 26-08-2020 15:45:22

69859
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**	69859	16441
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	08-08-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	08-08-2020	
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	3502 - Computers and Peripherals - Catridge - NA - nos	1.00	325.00	0.00	18.00	383.50
					Total Order Value . . .	**383.50**

Rupees : Three Hundred Eighty Three and Paise Fifty 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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

Name :

Contact - -

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP	Date:	10-08-2020
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16441
Material required before date:		ID No.	59376

No	Description	Size	Quantity	Units	Inward No	Date
1	Ricoh toner		2	Nos		
2						
3						
4						
5						
6						
7						
8						
9						
10						

P.O - 69859

Remarks: This is for Head Office

Prepared By	Suneel	Approved by	
Sign.& Date	10-08-2020	Sign. & Date	

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