

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		10/9/20		Prepared by:		T. Shash	
PO/WO no.		70165		PO / WO Date.		18/8/20	
Supplier Name		Vivid World		PO/WO amount		926	
Firm/Company		SSLP		Project		H0	
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	1794	21/8/20	926				
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):				926			
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:				926			
Amount E – PO / WO value:				926			
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			12/9/20				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	10/9/20						

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

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 1794			Transport Mode :
Invoice Date : 21/08/2020			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

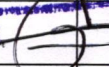
Ship to Party

GATE PASS NO: 2151

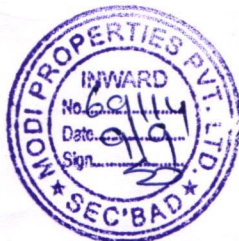
GSTIN :

State :

Co
de

INWARD	
Inward No: 397	Dr: 21/8/20
MRN No:	Dr:
Received By: James O'K	Sign: 
MAINTENANCE PROPERTIES	

For VIVID WORLD
Hyderabad
Authorized Signatory



Purchase Order

Page(s) 1 Of 1

07-09-2020 13:49:30

Orig:



70165

03.09.20 11:50:23

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 70165 16467

Doc Date 18-08-2020

Quote No Nil

Quote Date 18-08-2020

SupplyType Supply

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

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 88A	2.00	230.00	0.00	18.00	542.80
2 3523 - Computers and Peripherals - Toner refill - NA - nos	1.00	325.00	0.00	18.00	383.50
Total Order Value . . .					926.30

Rupees : Nine Hundred Twenty Six and Paise Thirty 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

Penalty 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**

Date : _/_/

Name : _____

Requisition Form

Company Name:		Summit Sales LLP		Date:		21-08-20	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		16467	
Material required before date:					ID No.		59673

No	Description	Size	Quantity	Units	Inward No	Date
1	88 A Toner refilling		1	No		
2	88A Toner refilling		1	No		
3						
4						
5						
6						
7						
8						
9						
10						

70165

Remarks: This is for C V Reddy			
Prepared By	suneel	Approved by	
Sign. & Date	21-08-20	Sign. & Date	

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