

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/09/2020	Prepared by:	T.D. Murthy
PO/WO no.	70267	PO / WO Date.	08/09/2020
Supplier Name	Vivid World	PO/WO amount	Rs. 926/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1806	07/09/2020	Rs. 926/- ✓
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 926/- ✓
Sl. No.	DC No	DC. Date	MRN No.
1.	1806	07/09/2020	-
2.			
3.			
Amount B –Other Credits :			-
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			Rs. 926/- ✓
Amount E – PO / WO value:			Rs. 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		19/09/2020	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	16/9/20		

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 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/-

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 1806			Transport Mode :
Invoice Date : 07/09/2020			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Ship to Party

GATE PASS NO:2161

GSTIN :

State :

Code

INWARD	
Inward No: 465	Dr: 07/09/20
MRN No:	Dr:
Received By: <i>Samir</i>	Sign: <i>[Signature]</i>
MODI PROPERTIES	

ADD :CGST 9%	70.65
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ADD: SGST 9%	70.65
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Total Amount After Tax	926.30
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GST on Reverse Charge

Certified that the particulars given above are true and correct

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

Common Seal

For **VIVID WORLD**

Authorized Signatory



Purchase Order

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08-09-2020 16:15:04



70267

08.09.20 12:15:09

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	70267	16477
Doc Date	08-09-2020	
Quote No	Nil	
Quote Date	08-09-2020	
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	2.00	230.00	0.00	18.00	542.80
2 3522 - Computers and Peripherals - Toner drum - 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 CR dept**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:		07-09-2020	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		16477	
Material required before date:					ID No.		59748

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner Refilling		2	Nos		
2	12A Toner Drum		1	Nos		
3						
4						
5						
6						
7						
8						
9						
10						

P.O. 70267

APPROVED

09 AUG 2020

MINISH PARIKH

MANAGER PROCUREMENT

Remarks: This is for cr dept

Prepared By	Suneel	Approved by	
Sign. & Date	07-09-2020	Sign. & Date	

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