

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	07/10/2020	Prepared by:	T.D. Murthy
PO/WO no.	70906	PO / WO Date.	30/09/2020
Supplier Name	Vivid World	PO/WO amount	Rs. 271/-
Firm/Company	Summit Sales LLP	Project	Summit Housing LLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1833	24/09/2020	Rs. 271/-
2.	-	-	-
3.	-	-	-
4.	-	-	-

Amount A – Bills total(Excluding Transport & Hamali Charges):

Rs. 271/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	1833	24/09/2020	-	☐ 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:

Rs. 271/-

Amount E – PO / WO value:

Rs. 271/-

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)

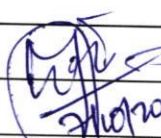
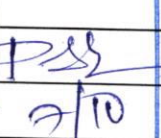
Excess / short material received ☒ Approved – within acceptable limits ☐ No (explained below)

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 **10/10/2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	24/10	27/10	07 OCT 2020				

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. : 1833			Transport Mode :
Invoice Date : 24/09/2020			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

GSTIN :

State :

[illegible]

ADD :CGST 9%	20.70
ADD: SGST 9%	20.70
Total Amount After Tax	271.40
GST on Reverse Charge	

Common Seal

Certified that the particulars given above are true and correct

For **VIVID WORLD**

Authorized Signatory



Purchase Order

Page(s) 1 Of 1

30-09-2020 14:21:34



70906

30.09.20 4:15:37

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 70906 16530

Doc Date 30-09-2020

Quote No Nil

Quote Date 30-09-2020

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	1.00	230.00	0.00	18.00	271.40
Total Order Value . . .					271.40

Rupees : Two Hundred Seventy One and Paise Fourty 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 Rajkumar

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		Date:		24-09-2020	
Site & Phase :		Head Office		Time:		16530	
Supplier				Req. No.			
Material required before date:			ID No.			60369	

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

70906

APPROVED

30 SEP 2020

MINISH PARIKH
MANAGER PROCUREMENT

Remarks: This is for Rajkumar printer

Prepared By	Suneel	Approved by	
Sign.& Date	24-09-2020	Sign. & Date	

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