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:	[signature]	[signature]	APPROVED 07 OCT 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	7/10/20	7/10					

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

70906

TAX INVOICE

Invoice No. : 1833			Transport Mode :
Invoice Date : 24/09/2020			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, 5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MG ROAD, SECBAD.			GATE PASSNO:2178.
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
HP 12A LASER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
					230.00	41.40					271.40

INWARD
Inward No: 506 Dt: 24/09/20
MRN No: Dt:
Received By: Samarjit Sign:
MODI PROPERTIES

		230.00
RS. TWO HUNDRED SEVENTY ONE AND FORTY PAISE ONLY. (RS.271.40.)	ADD :CGST 9%	20.70
	ADD: SGST 9%	20.70
	Total Amount After Tax	271.40
	GST on Reverse Charge	

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

Authorized Signatory

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 69822
Date 29/9

Purchase Order

 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	**Doc No**	70906	16530
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	30-09-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	30-09-2020	
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
					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
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 Rajkumar
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

30/09/2020

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	70906					
6						
7						
8						
9						
10						

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.