4 – Sai
6 – Rama

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	07/10/20	Prepared by:	Kruthi
PO/WO no.	70753	PO / WO Date.	25/09/20
Supplier Name	Vivid world	PO/WO amount	271.40
Firm/Company	Summit Sales LLP	Project	Head Office
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1826	21/09/20	271.40/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			271.40/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	1826	21/09/20		□ 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:	271.40/-
Amount E – PO / WO value:	271.40/-
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 / WO	☑ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes – Rs.____/- ☑ No
Payment – due date	12/10/20

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Kruthi		APPROVED 07 OCT 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	07/10.						

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

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

70753

TAX INVOICE

Invoice No. : 1826	Transport Mode :
Invoice Date : 21/09/2020	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 PASS NO:2175
GST: 36ACQFS2044C1Z7..	GSTIN :
State : TELANGANA Code	State : Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
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: 489 Dt: 21/9/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

RS . TWO HUNDRED SEVENTY ONE AND FORTY PAISE ONLY
(RS.271.40)

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 6981 Date 21/9 Sign

	230.00
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

Purchase Order

70753
21.09.20 12:59:15

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**	70753	16517
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	25-09-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	25-09-2020	
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 K.Prasad
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:	21-09-2020
Site & Phase :	Head Office	Time:	16517
Supplier		Req. No.	60212
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner Refilling		1	No		
2						
3						
4	70753					
5						
6						
7						
8						
9						
10						

Remarks: This is for Kprasad printer

Prepared By	Suneel	Approved by	
Sign.& Date	21-09-2020	Sign. & Date	

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