PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	29/10/2020	Prepared by:	NEHA
PO/WO no.	71521	PO / WO Date.	22/10/2020
Supplier Name	Vivid world	PO/WO amount	271/—
Firm/Company	SSLLP	Project	Head office

Sl. No.	Bill No.	Bill Date	Bill amount
1	1852	10/10/2020	271/—
2			
3			
4			

Amount A – Bills total(Excluding Transport & Hamali Charges):	271/—

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			~~84025~~	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits : Transportation charges	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	271
Amount E – PO / WO value:	271
Amount F – Difference (A – E): GST-18%	—

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	02/11/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	29/10/2020						
Date	Neha	30/10					

APPROVED
01 NOV 2020
MINISH PARIKH
MANAGER PROCUREMENT

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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

71521

GSTIN : 36AVTPS1528D1ZB

TAX INVOICE

Invoice No. : 1852				Transport Mode :	
Invoice Date : 10/10/2020				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-3.				GATE PASS NO: 2192	
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: 564 Dt: 10/10/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

	230.00
ADD :CGST 9%	20.70
ADD: SGST 9%	20.70
Total Amount After Tax	271.40
GST on Reverse Charge	

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

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 70358 Date 22/10 Sign

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**

VIVID WORLD Hyderabad Narayanaguda

Authorized Signatory

Purchase Order

 28-10-2020 10:31:52

71521
20.10.20 3:54:09

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**	71521	16594
	Doc Date	22-10-2020	
	Quote No	Nil	
	Quote Date	22-10-2020	
	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

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 printer

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Vivid World***

Name : _____ Name : _____ Date : __/__/____

Contact . .

Requisition Form

Company Name:	Summit sales LLP	Date:	10-10-20
Site & Phase :	Head office	Time:	
Supplier		Req. No.	16594
Material required before date:		ID No.	60816

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

60950
P.O. 71521

Remarks: This is purchase Dept

Prepared By	K.Suneel	Approved by	
Sign.& Date	10-10-20	Sign. & Date	

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

Requisition Form

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:		ID No.	

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

Remarks:

Prepared By		Approved by	
Sign.& Date		Sign. & Date	

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