PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/10/2020	Prepared by:	NEHA
PO/WO no.	71520	PO / WO Date.	7/10/20
Supplier Name	Vivid world	PO/WO amount	1581.20/-
Firm/Company	Summit Sales LLP	Project	SHLLP Head Offic
Sl. No.	Bill No.	Bill Date	Bill amount
1	1848	7/10/20	1581.20
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1581.20.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	-		~~84025~~ 84557	☑ 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:				1581.20/-
Amount E – PO / WO value:				1581.20/-
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	02/11/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 01 NOV 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	29/10	30/10					

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. 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

GSTIN : 36AVTPS1528D1ZB

71520

TAX INVOICE

Invoice No. : 1848			Transport Mode :
Invoice Date : 07/10/2020			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: 2187
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 88A LASER TONER REFILLING	3707		02	230.00	460.00	82.80	9%	41.40	9%	41.40	542.80
HP 12A LASER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
HP 12A / 88A LASER TONER DRUM	8443		02	325.00	650.00	117.00	9%	58.50	9%	58.50	767.00
					1340.00	241.20					1581.20

INWARD
Inward No: 546 Dt: 07/10/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

RS . ONE THOUSAND FIVE HUNDRED EIGHTY ONE AND TWENTY PAISE ONLY. (RS.1581.20.)		1340.00
	ADD :CGST 9%	120.60
	ADD: SGST 9%	120.60
	Total Amount After Tax	1581.20
	GST on Reverse Charge	

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 70359 Date 22/10

Bank Details			
Bank Name	: INDIAN BANk		Certified that the particulars given above are true and correct
Branch	: Narayanguda Branch		For VIVID WORLD
Bank A/C	: 406746378		
Bank IFSC	: IDIB000N015	Common Seal	Authorized Signatory

Purchase Order

 28-10-2020 10:31:52

71520
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	**Doc No**	71520	16592
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	07-10-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	07-10-2020	
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 *88A*	2.00	230.00	0.00	18.00	542.80
2	3523 - Computers and Peripherals - Toner refill - NA - nos *12A*	1.00	230.00	0.00	18.00	271.40
3	3522 - Computers and Peripherals - Toner drum - NA - nos *2*	2.00	325.00	0.00	18.00	767.00
				Total Order Value . . .		**1,581.20**

Rupees : One Thousand Five Hundred Eighty One and Paise Twenty 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:	07-10-20
Site & Phase :	Head office	Time:	
Supplier		Req. No.	16592
Material required before date:		ID No.	60814

No	Description	Size	Quantity	Units	Inward No	Date
1	12 A Toner refilling		1	No		
2	88A Toner Refilling		1	No		
3	12A Toner Drum		2	Nos		
4						
5						
6						
7						
8						
9						
10						

P.O. 71520

Remarks: This is purchase & CR 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.