PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/11/2020	Prepared by:	NEHA.C
PO/WO no.	72180	PO / WO Date.	05/11/2020
Supplier Name	vivid world	PO/WO amount	1197.70/-
Firm/Company	SSLLP	Project	Head office
Sl. No.	Bill No.	Bill Date	Bill amount
1	1880	10/11/2020	1197.70/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1197.70/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			85260	□ 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:	1197.70/-
Amount E – PO / WO value:	1197.70/-
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	20/11/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	17/11/2020	19/11/20					

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

TAX INVOICE

Invoice No. : 1880		Transport Mode :
Invoice Date : 10/11/2020		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:2513**
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		03	230.00	690.00	124.20	9%	62.10	9%	62.10	814.20
HP 12A LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
					1015.00	182.70					1197.70

INWARD
Inward No: 657 Dt: 10/11/20
MRN No: Dt:
Received By: Samarsth Sign:
MODI PROPERTIES

		1015.00
RS ONE THOUSAND ONE HUNDRED NINTY SEVEN AND SEVENTY PAISE ONLY. (RS.1197.70)	ADD :CGST 9%	91.35
	ADD: SGST 9%	91.35
	Total Amount After Tax	1197.70
	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. 7128
Date 18/11
Sign.

Purchase Order

 16-11-2020 16:51:18 Original / Office Copy / Purchase Div.Copy

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**	72180	16671
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	05-11-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	05-11-2020	
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	3.00	230.00	0.00	18.00	814.20
2	3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
					Total Order Value . . .	**1,197.70**

Rupees : One Thousand One Hundred Ninty Seven and Paise Seventy Only.

Terms and Conditions :-

Specification / Brand	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 Cost	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 office use Cr dpt and bhasker
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Take NOC from Accounts and close

17/11/20

For ***Summit Sales LLP***

Authorised Signatory

Name : Name :

Contact

Accepted the above Terms And Conditions

For ***Vivid World***

Date : _/_/__

Requisition Form

Company Name:	Summit sales LLP	Date:	10-11-2020
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	16671
Material required before date:		ID No.	61580

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

P.O. 72180

Remarks: This is for cr dept & bhasker

Prepared By	Suneel	Approved by	
Sign.& Date	10-11-2020	Sign. & Date	

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