PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	10-11-20	Prepared by:	Prabhakar.P
PO/WO no.	71881	PO / WO Date.	5-11-20
Supplier Name	Vivid Worls	PO/WO amount	926.30
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1872	3-11-20	926.30
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			926.30

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.				□ 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:	926.30
Amount E – PO / WO value:	926.30
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	**16-11-20**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date		18/11/20					

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

71881

TAX INVOICE

Invoice No. : 1872			Transport Mode :
Invoice Date : 03/11/2020			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: 2509
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 88A LASERTONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
					785.00	141.30					926.30

		785.00
RS . NINE HUNDRED TWENTY SIX AND THIRTY PAISE ONLY. (RS.926.30)	ADD :CGST 9%	70.65
	ADD: SGST 9%	70.65
	Total Amount After Tax	926.30
	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

VIVID WORLD Hyderabad Narayanguda

INWARD
Inward No: 623 Dt: 03/11/20
MRN No: Dt:
Received By: Somorjit Sign:
MODI PROPERTIES

MODI PROPERTIES PVT LTD SECBAD INWARD No. 71428 Date 23/11/20 Sign Neha

Purchase Order

 05-11-2020 15:53:00 Ori

71881
30.10.20 4:44:41

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.	**Doc No**	71881	16642
	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	3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
2	3523 - Computers and Peripherals - Toner refill - NA - nos	2.00	230.00	0.00	18.00	542.80
					Total Order Value . . .	**926.30**

Rupees : Nine Hundred Twenty Six and Paise Thirty 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 CR dpt
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:	SSLLP	Date:	03-11-2020
Site & Phase :	HO	Time:	
Supplier		Req. No.	16642
Material required before date:		ID No.	61306

No	Description	Size	Quantity	Units	Inward No	Date
1	88A toner refilling		2	Nos		
2	88A toner drum		1	Nos		
3						
4						
5						
6						
7						
8						
9						
10						

P.O - 41881

Remarks: This is for cr dept

Prepared By	Suneel	Approved by	
Sign.& Date	03-11-2020	Sign. & Date	

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