

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 18/12/2020		Prepared by: NEHA .C	
PO/WO no. 72959		PO / WO Date. 10/12/20	
Supplier Name Vivid world		PO/WO amount 383.5/-	
Firm/Company SSIUP		Project SSIUP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1920	10/12/2020	383.5/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			383.5/-
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:			383.5/-
Amount E – PO / WO value:			383.5/-
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		21/12/20	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha .C		
Date	18/12/20	18/12	

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/-

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

72959

Purchase Order

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15-12-2020 10:56:57

72959
05.12.20 12:14:14

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	72959	16743
Doc Date	10-12-2020	
Quote No	Nil	
Quote Date	10-12-2020	
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	325.00	0.00	18.00	383.50
Total Order Value . . .					383.50
Rupees : Three Hundred Eighty Three and Paise Fifty 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 Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra, 9502266233, Mahesh.

Penalty 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 Bhasker**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 LLP		Date:		10-12-2020	
Site & Phase :		SSLLP		Time:			
Supplier		Vivid world		Req. No.		16743	
Material required before date:				ID No.		62259	

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

P.O. 72959

APPROVED
 15 DEC 2020
 MINISH PARIKH
 MANAGER PROCUREMENT

Remarks: This is for bhaskar printer			
Prepared By	Suneel	Approved by	
Sign. & Date	10-12-2020	Sign. & Date	

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