PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	4/1/21	Prepared by:	NEHA .C
PO/WO no.	73360	PO / WO Date.	22/12/20
Supplier Name	vivid world	PO/WO amount	1156
Firm/Company	SS LLP	Project	SH LLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1933	22/12/20	1156
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1156

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:	1156
Amount E – PO / WO value:	1156
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	8/1/21

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	4/1/21	5/1					

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

73360

TAX INVOICE

Invoice No. : 1933			Transport Mode :
Invoice Date : 22/12/2020			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: 2532
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 88A LASER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
HP 88A LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
HP 88A LASER TONER MAGNET	8443		01	100.00	100.00	18.00	9%	9.00	9%	9.00	118.00
RICOH LASER TONER REFILLING	3707		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
					980.00	176.40					1156.40

INWARD
Inward No: 622 Dt: 22/12/20
MRN No: Dt:
Received By: Sanny? Sign:
MODI PROPERTIES

RS. ONE THOUSAND ONE HUNDRED FIFTY SIX AND FORTY PAISE ONLY....
(RS.1156.40)

	980.00
ADD :CGST 9%	88.20
ADD: SGST 9%	88.20
Total Amount After Tax	1156.40
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 Narayanaguda

72967 72868 2/1/21

Purchase Order

 29-12-2020 14:42:48

73360
23.12.20 11:33:23

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**	73360	16778
	Doc Date	22-12-2020	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	22-12-2020	
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	1.00	230.00	0.00	18.00	271.40
3	3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	100.00	0.00	18.00	118.00
4	3523 - Computers and Peripherals - Toner refill - NA - nos	1.00	325.00	0.00	18.00	383.50
					Total Order Value . . .	**1,156.40**

Rupees : One Thousand One Hundred Fifty Six and Paise Fourty 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	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
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 CR dpt
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*
Authorised Signatory

Name : 29/12/2020

Contact

Accepted the above Terms And Conditions
For *Vivid World*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit Sales	Date:	22-12-2020
Site & Phase :	SSLLP	Time:	
Supplier		Req. No.	16778
Material required before date:		ID No.	62626

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

P.O 73360

APPROVED
29 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: This is for CR dept

Prepared By	Suneel	Approved by	
Sign.& Date	22-12-2020	Sign. & Date	

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