

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		Prepared by:		NEHA .C	
PO/WO no.		4/1/21		PO / WO Date.	
Supplier Name		23360		PO/WO amount	
Firm/Company		SSLP		Project	
Sl. No.		Bill No.		Bill Date	
1		1933		22/12/20	
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:					
Amount E – PO / WO value:				1156	
Amount F – Difference (A – E): GST-18%				1156	
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					
Remarks:					
8/1/21					
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill
Sign:					
Date	4/1/21	5/1			
Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare additional sheets if quantity of bills or DCs is more than 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

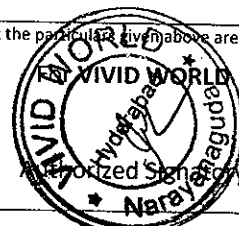
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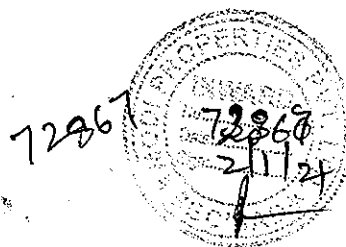
Flat No. 503, G2 Block, Indu Aranaya Pallavi Apts., Bandlaguda,
Nagole, Hyderabad - 500 068, Telangana State. Tel : +91-9246215868

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 , 2 ND FLOOR , SOHAM MANSION , MG ROAD , SECBAD-3.				GATE PASS NO: 2532						
GST: 36ACQFS2044C1Z7.				GSTIN :						
State : TELANGANA		Co de		State :		Code				
Product Description	HSN Code	U O M	Qty.	Rate	Amount	TAXABLE VALUE	CGST	SGST	TOTAL	
							RATE	AMT		
HP 88A LASER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	271.40	
HP 88A LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	383.50	
HP 88A LASER TONER MAGNET	8443		01	100.00	100.00	18.00	9%	9.00	118.00	
RICOH LASER TONER REFILLING	3707		01	325.00	325.00	58.50	9%	29.25	383.50	
					980.00	176.40			1156.40	
RS. ONE THOUSAND ONE HUNDRED FIFTY SIX AND FORTY PAISE ONLY.... (RS.1156.40)						ADD: CGST 9%				88.20
						ADD: SGST 9%				88.20
						Total Amount After Tax				1156.40
						GST on Reverse Charge				
Bank Details						Certified that the particulars given above are true and correct				
Bank Name : INDIAN BANK										
Branch : Narayanguda Branch										
Bank A/C : 406746378										
Bank IFSC : IDIB000N015										
Common Seal										



Purchase Order

Page(s) 1 Of 1

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. GSTIN 36AVTPS1528D1ZB 6682-3161/ 6682-3171 92462-15868	Doc No	73360	16778
	Doc Date	22-12-2020	
	Quote No	Nil	
	Quote Date	22-12-2020	
	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.
Penalty 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 : _____

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.		18778	
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							

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.