PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 6/1/21 | Prepared by: | D.SOWMYA |
| PO/WO no. | 73429 | PO / WO Date. | 24/12/20. |
| Supplier Name | M/s vivid world. | PO/WO amount | 773. |
| Firm/Company | SSllp | Project | Shllp. |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 1938 | 24/12/20. | 773. |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 773 |

| 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: | 773 |
| Amount E – PO / WO value: | 773 |
| 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 ac~~ceptable 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 | **9.1.2021** |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Sowmya | [signature] | APPROVED 08 JAN 2021 MINISH PARIKH MANAGER PROCUREMENT | | | | |
| Date | 6/1/21. | 8/1/21 | | | | | |

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**

73429

## TAX INVOICE

| | | | |
|---|---|---|---|
| Invoice No. : 1938 | | | Transport Mode : |
| Invoice Date : 24/12/2020 | | | 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 ,<br>5-4-187/3&4, 2ND FLOOR, SOHAM MANSION,<br>MG ROAD , SECBAD. | | | GATE PASS NO: 2540 |
| 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 | | 01 | 230.00 | 230.00 | 41.40 | 9% | 20.70 | 9% | 20.70 | 271.40 |
| HP 12A LASER TONER DRUM | 8443 | | 01 | 325.00 | 325.00 | 58.50 | 9% | 29.25 | 9% | 29.25 | 383.50 |
| HP 12 ALASER TONER BLADE | 8443 | | 01 | 100.00 | 100.00 | 18.00 | 9% | 9.00 | 9% | 9.00 | 118.00 |
| | | | | | 655.00 | 117.90 | | | | | 772.90 |

INWARD
Inward No: 629 Dt: 24/12/20
GRN No: Dt:
Received By: Sign:
MODI PROPERTIES

| | | |
|---|---|---|
| | | 655.00 |
| **RS.SEVEN HUNDRED SEVENTY TWO AND NINTY PAISE ONLY.... (RS.772.90)** | ADD :CGST 9% | 58.95 |
| | ADD: SGST 9% | 58.95 |
| | Total Amount After Tax | 772.90 |
| | GST on Reverse Charge | |

| Bank Details | | |
|---|---|---|
| Bank Name | : INDIAN BANk | |
| Branch | : Narayanguda Branch | |
| Bank A/C | : 406746378 | |
| Bank IFSC | : IDIB000N015 | |

SV

Common Seal

Certified that the particulars given above are true and correct

For VIVID WORLD

VIVID WORLD * Hyderabad * Narayanaguda

Authorized Signatory

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No: 72942
Date: 5/1
Sign:

# Purchase Order

 30-12-2020 14:30:06 Origina

73429
31.12.20 3:26:34

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** | 73429 | 16776 |
| 204, Kubera Towers, Narayanaguda, Hyderabad. | **Doc Date** | 24-12-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AVTPS1528D1ZB | **Quote Date** | 24-12-2020 | |
| 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 | 3523 - Computers and Peripherals - Toner refill - NA - nos | 1.00 | 230.00 | 0.00 | 18.00 | 271.40 |
| 2 | 3522 - Computers and Peripherals - Toner drum - NA - nos | 1.00 | 325.00 | 0.00 | 18.00 | 383.50 |
| 3 | 3530 - Computers and Peripherals - Toner Magnet - Other - nos | 1.00 | 100.00 | 0.00 | 18.00 | 118.00 |
| | | | | **Total Order Value . . .** | | **772.90** |

Rupees : Seven Hundred Seventy Two and Paise Ninty 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<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>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 Pavan |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

For ***Summit Sales LLP***

Authorised Signatory

30/12/2020

Name : ____________

Contact ...

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ____________

Date : __/__/____

## Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Summit Sales LLP | Date: | 24-12-20 |
| Site & Phase : | Head office | Time: | |
| Supplier | | Req. No. | 16776 |
| Material required before date: | | ID No. | 62624 |

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

P.O. 73429

APPROVED
30 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: This is for pavan

| | | | |
|---|---|---|---|
| Prepared By | K.Suneel | Approved by | |
| Sign.& Date | 24-12-20 | Sign. & Date | |

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

## Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | | Date: | |
| Site & Phase : | | Time: | |
| Supplier | | Req. No. | |
| Material required before date: | | ID No. | |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

Remarks:

| | | | |
|---|---|---|---|
| Prepared By | | Approved by | |
| Sign.& Date | | Sign. & Date | |

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