

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		18/01/2021		Prepared by:		NEHA																																	
PO/WO no.		73776		PO / WO Date.		04/01/2021																																	
Supplier Name		vird world		PO/WO amount		1038.41-																																	
Firm/Company		Setup		Project		Head office																																	
Sl. No.	Bill No.			Bill Date	Bill amount																																		
1	1949			04/01/2021	1038.41-																																		
3																																							
4																																							
Amount A – Bills total(Excluding Transport & Hamali Charges):																																							
Sl. No.	DC .No	DC. Date	MRN No.	1038.41-																																			
1.				DC matches MRN																																			
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:																																							
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				23/01/2021																																			
Remarks:																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>Procurement</td> <td>MD</td> <td>Accounts – receiver of bill</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Sign:</td> <td><i>Nehe</i></td> <td><i>Nehe</i></td> <td>APPROVED</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>18/01/21</td> <td>18/01/21</td> <td>19 JAN 2021</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3"></td> <td>MINISH PARIKH</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								Approved by	Purchase Officer	Purchase Manager	Procurement	MD	Accounts – receiver of bill	Accountant	Accounts Manager	Sign:	<i>Nehe</i>	<i>Nehe</i>	APPROVED					Date	18/01/21	18/01/21	19 JAN 2021								MINISH PARIKH				
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			MINISH PARIKH																																				

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

73776

Invoice No. : 1949			Transport Mode :
Invoice Date :04/01/2021			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Ship to Party

GATE PASS NO:2758

GSTIN :

State :

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
RICOH LASER TONER REFILLING	3707		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
HP 12A LASER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
RICOH LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
						880.00	158.40				1038.40

INWARD

Inward No: 887 Dt: 05/10/21

MRN No: Dt:

Received By: Sign:

MODI PROPERTIES

INWARD	
Inward No: 667	Dt: 05 Feb
MRN No:	Dt:
Received By: <i>Jamarn</i>	Sign: <i>[Signature]</i>
MODI PROPERTIES	

880.00

79.20

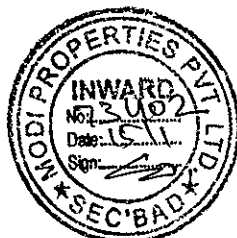
1038.40

Bank Details		
Bank Name	: INDIAN BANK	
Branch	: Narayanguda Branch	
Bank A/C	: 406746378	
Bank IFSC	: IDIB000N015	Common Seal

the particulars given above are

For VIVID WORLD
Hyderabad

Authorized Signatory
Narayanan



Purchase Order

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11-01-2021 16:56:54

Or



73776

09.01.21 11:06:15

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	73776	182509
Doc Date	04-01-2021	
Quote No	Nil	
Quote Date	04-01-2021	
SupplyType	Supply	

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

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
2 3523 - Computers and Peripherals - Toner refill - NA - nos	1.00	230.00	0.00	18.00	271.40
3 3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
Total Order Value . . .					1,038.40

Rupees : One Thousand Thirty Eight and Paise Fourty 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

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 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 : / /

Company Name:		Summit Sales LLP		Requisition Form	
Site & Phase :		Head Office		Date:	
Supplier				Time:	
Material required before date:				04-01-2021	
No	Description	Req. No.	ID No.		
1	12A Toner Refilling			182509	
2	Ricoh Toner refilling			62919	
3	Ricoh drum				
4					
5		1	No		
6		1	No		
7		1	No		
8					
9					
10					
Remarks: This is for CR Dept					
Prepared By		APPROVED			
Sgn. & Date		11 JAN 2021			
Date: On receipt of material at site write inward number and date in last 2 columns.		Approved by MANAGER PROSUREMENT Date			