

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 20/01/2021		Prepared by: NEHA	
PO/WO no. 73891		PO / WO Date. 11/01/2021	
Supplier Name Vivid world		PO/WO amount 926 /-	
Firm/Company Sslup		Project Head office	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1958	11/01/2021	926.3 /-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			926.3 /-
Sl. No.	DC .No	DC. Date	MRN No.
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:			926.3 /-
Amount E - PO / WO value:			926.3 /-
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		22/01/2021	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:	NEHA		
Date	20/01/2021 21/1/21		

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/-

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

7389

Invoice No. : 1958			Transport Mode :		
Invoice Date :11/01/2021			Vehicle Number :		
Reverse Charge (Y/N) :			Date of Supply :		
State : TELANGANA		Code	36		

Ship to Party

GATE PASS NO: 2765

GSTIN :

State :

Code

[illegible]

RS. NINE HUNDRED TWENTY SIX AND THIRTY PAISE ONLY....
(RS.926.30)

ADD :CGST 9%

785.00

ADD: SGST 9%

70.65

Total Amount After Tax

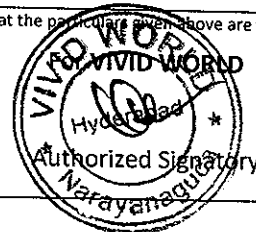
926.30

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



Purchase Order

Page(s) 1 Of 1

18-01-2021 14:14:25

73891

16.01.21 10:36:44

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	73891	182538
Doc Date	11-01-2021	
Quote No	Nil	
Quote Date	11-01-2021	
SupplyType	Supply	

Kind Attn : Mr. Vishal

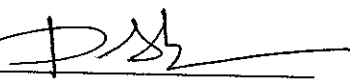
Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3523 - Computers and Peripherals - Toner refill - NA - nos	2.00	230.00	0.00	18.00	542.80
2 3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
Total Order Value . . .					926.30

Rupees : Nine Hundred Twenty Six and Paise Thirty 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 : ____/____/____

Requisition Form

Company Name:		Summit Sales LLP		Date:		11-01-2021	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		182538	
Material required before date:				ID No.		63095	
No	Description	Size	Quantity	Units	Inward No	Date	
1	88A Toner Refilling		2	No			
2	12A drum		1	No			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for CR Dept							
Prepared By		Suneel		Approved by			
Sign. & Date		11-01-2021		Sign. & Date			

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

APPROVED
13 JAN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE