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	SSLLP	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.	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:	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	23/01/2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
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/-

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

73891)

TAX INVOICE

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

Bill to Party	Ship to Party
Address: M/S . SUMMIT SALES LLP , 5-4-187/3&4, 2ND FLOOR, SOHAM MANSION , MG ROAD, SECBAD.	GATE PASS NO: 2765
GST: 36ACQFS204C1Z7	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
HP12A / 88A LASER TONER REFILLING	3707		02	230.00	460.00	82.80	9%	41.40	9%	41.40	542.80
HP 12A LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
					785.00	141.30					926.30

INWARD
Inward No: 699 Dt: 11/01/21
~~MRN No:~~ Dt:
Received By: Sign:
MODI PROPERTIES

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

	785.00
ADD :CGST 9%	70.65
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

For VIVID WORLD

Authorized Signatory

VIVID WORLD Hyderabad Narayanguda

MODI PROPERTIES PVT. LTD. SEC'BAD
Inward 73503
Date 19/1
Sign

18-01-2021 14:14:25

Purchase Order

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
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 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						

43891

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