PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/2/21	Prepared by:	NEHA
PO/WO no.	74524	PO / WO Date.	06/02/2021
Supplier Name	M/s vivid world	PO/WO amount	1050/—
Firm/Company	SSUP	Project	~~[illegible]~~ -HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	1992	04/02/2021	1050/—
2			
3			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1050/—

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:	1050/—
Amount E – PO / WO value:	1050/—
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	**22-02-21**
Remarks	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha						
Date	18/2/21						

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

TAX INVOICE

Invoice No. : 1992			Transport Mode :
Invoice Date :04/02/2021			Vehicle Number : 74524
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 , SOHAM MANSION, MG ROAD, SECBAD.			GATE PASS NO:2791
GST: 36ACQFS2044C1Z7.			GSTIN :
State : TELANGANA	Code		State : Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
HP 88A / 12A LASER TONER REFILLING	3707		03	230.00	690.00	124.20	9%	62.10	9%	62.10	814.20
HP 88A / 12A LASER TONER BLADES	8443		02	100.00	200.00	36.00	9%	18.00	9%	18.00	236.00
					890.00	160.20					1050.20

INWARD
Inward No: 799 Dt: 04/02/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

		890.00
RS. ONE THOUSAND FIFTY AND TWENTY PAISE ONLY... **(RS.1050.20)**	ADD :CGST 9%	80.10
	ADD: SGST 9%	80.10
	Total Amount After Tax	1050.20
	GST on Reverse Charge	

Bank Details		Common Seal	Certified that the particulars given above are true and correct
Bank Name	: INDIAN BANk		For VIVID WORLD
Branch	: Narayanguda Branch		
Bank A/C	: 406746378		
Bank IFSC	: IDIB000N015		Authorized Signatory

VIVID WORLD Hyderabad Narayanaguda

MODI PROPERTIES PVT. LTD. INWARD
7381
15/2/21

Purchase Order

74524
05.02.21 11:35:32

 08-02-2021 11:50:20

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**	74524	182612
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	06-02-2021	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	06-02-2021	
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	3.00	230.00	0.00	18.00	814.20
2	3522 - Computers and Peripherals - Toner drum - NA - nos *Toner blades*	2.00	100.00	0.00	18.00	236.00
					Total Order Value . . .	**1,050.20**

Rupees : One Thousand Fifty and Paise Twenty 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality 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 : 08/02/2021

Accepted the above Terms And Conditions
For ***Vivid World***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP	Date:	04-02-21
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	182612
Material required before date:		ID No.	63663

No	Description	Size	Quantity	Units	Inward No	Date
1	88A 12A toner refilling		3	Nos		
2	88A Toner blade		2	No		
3						
4						
5			744524			
6						
7						
8						
9						
10						

APPROVED
08 FEB 2021
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: This is for CR Dept

Prepared By	K.Suneel	Approved by	
Sign.& Date	04-02-21	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.