

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 25/2/21		Prepared by: NEHA	
PO/WO no. 74884		PO / WO Date. 17/02/2021	
Supplier Name M/s Vivid world		PO/WO amount 1469 / -	
Firm/Company SCLP		Project No	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1998	09/02/2021	1469 / -
2			
3			
Amount A - Bills total(Excluding Transport & Hamali Charges):			1469 / -
Sl. No.	DC No	DC. Date	MRN No.
1.			
2.			
3.			
			DC matches MRN
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ 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:			1469 / -
Amount E - PO / WO value:			1469 / -
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 01/03/2021	
Remarks			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	25/02/2021		

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 upto Rs. 1,00,000/-.

74884

VIVID WORLD

The individuals given above are true
For VIVID WORLD
Hiranagar
Authorized Signatory
Narain

Purchase Order



74884

16.02.21 11:18:37

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From Company : **Summit Sales LLP**

5-4-187/384, 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	74884	182630
Doc Date	17-02-2021	
Quote No	Nil	
Quote Date	17-02-2021	
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	4.00	230.00	0.00	18.00	1,085.60
2 3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	325.00	0.00	18.00	383.50
Total Order Value . . .					1,469.10

Rupees : One Thousand Four Hundred Sixty Nine and Paise Ten 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

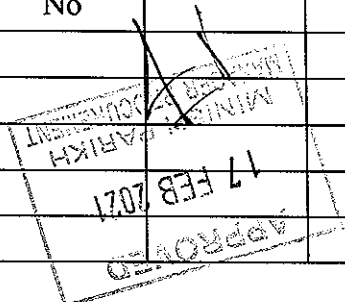
Phone. 040-66335551

Penalty 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 HO**Completion Date** Nil**Measurement** Nil**Security** Nil**Remarks**

Requisition Form

Company Name:	Summit Sales LLP	Date:	10-02-21
Phase :	Head Office	Time:	
Req. No.			182630
Material required before date:		ID No.	63961

Description	Size	Quantity	Units	Inward No	Date
12A toner refilling		1	No		
12A Drum		1	No		
88A Toner refilling		1	No		
88A Toner		1	No		
88A Magnet		1	No		



Remarks: This is for HO

Requested By	K.Suneel	Approved by	
& Date	10-02-21	Sign. & Date	

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

Requisition Form

Company Name:		Date:	
& Phase :		Time:	
Req. No.			
Material required before date:		ID No.	

Description	Size	Quantity	Units	Inward No	Date

Remarks:

Requested By		Approved by	
& Date		Sign. & Date	

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