

PURCHASE DIVISION
Advice for approval for credit to supplier

16/3/21		Prepared by:		NEHA	
75220		PO / WO Date:		20/2/21 25/2/21	
Vivid world		PO/WO amount		542.80/-	
Summit Sales		Project		H0	
Bill No.		Bill Date		Bill amount	
Sl. No.	1	2009	20/2/21	542.80/-	
2					
3					
4				542.80/-	
Amount A - Bills total (Excluding Transport & Hamali Charges):					
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:					
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 / WO?			☒ Yes ☐ No - wait for balance material ☐ No (explained below)		
Advance paid / PDC given (deduct when paying)			☐ Yes - Rs. /- ☒ No		
Payment - due date			16/3/21		
Remarks:					
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts = receiver of bill
Sign:					
Date	16/3/21	18/3	13 MAR 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 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

TAX INVOICE

TAX INVOICE

Invoice No. : 2009			Transport Mode :
Invoice Date :20/02/2021			Vehicle Number :
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, 2 ND FLOOR, SOHAM MANSION, MG RAOD , SECBAD.	GATE PASS NO:2853

GST: 36ACQFS2044C1Z7.

State : TELANGANA	Co de	State :	Code
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[illegible]

INWARD

Inward No: 851 Dt: 2-12-21

MRN No: Dt:

Received By: *Jamern* Sign: *(Signature)*

MODI PROPERTIES

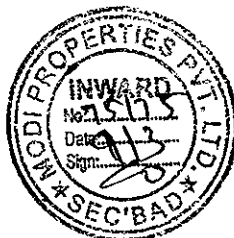
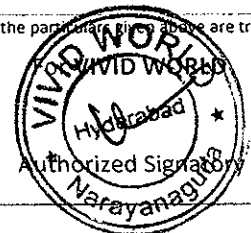
RS. FIVE HUNDRED FORTY TWO AND EIGHTY PAISE ONLY....
(RS.542.80)

ADD :CGST 9%	41.40
ADD: SGST 9%	41.40
Total Amount After Tax	542.80
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



Requisition Form

Company Name:		Summit sales		Date:		20-02-2021	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		182659	
Material required before date:				ID No.		64329	
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A Toner Refilling		2	Nos			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for Rambabu & Prabhakar							
Prepared By		Suneel		Approved by			
Sign. & Date		20-02-2021		Sign. & Date			

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

Purchase Order

Page(s) 1 Of 1

25-02-2021 14:30:32



75220

25.02.21 10:26:00

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 36AVFPS1528D1ZB

6682-3161/6682-3171

92462-15868

Doc No	75220	182659
Doc Date	25-02-2021	
Quote No	Nil	
Quote Date	25-02-2021	
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	2.00	230.00	0.00	18.00	542.80
Total Order Value . . .					542.80

Rupees : Five Hundred Fourty Two and Paise Eighty 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 Rambabu & prabhakar
Completion Date	nil
Measurment	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Name : _____

Date : __/__/__

Contact : _____