# PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| | | Prepared by: | NEHA |
| | 10/3/21 | PO / WO Date. | ~~20/2~~ 25/2/21 |
| | 75220 | PO/WO amount | 542.80/- |
| Supplier Name | vivid world | Project | HO |
| Firm/Company | Summit Sales | Bill Date | Bill amount |
| Sl. No. | Bill 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 |
|---|---|---|---|---|
| | | | | □ Yes □ No |
| 1. | | | | □ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | — |

| | |
|---|---|
| Amount B – Other Credits : Transportation charges | — |
| Amount C – Other Debits : | |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | 542.80/- |
| Amount E – PO / WO value: | 542.80/- |
| 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 | 16/3/21 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Neha | [signature] | APPROVED 13 MAR 2021 MINISH PARIKH | | | | |
| Date | 10/3/21 | 10/3 | | | | | |

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** 75220

## 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<br>5-4-187/3&4, 2ND FLOOR, SOHAM MANSION,<br>MG RAOD , SECBAD. | | | GATE PASS NO:2853 |
| **GST: 36ACQFS2044C1Z7.** | | | 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| HP 12 A LASER TONER REFILLING | 3707 | | 02 | 230.00 | 460.00 | 82.80 | 9% | 41.40 | 9% | 41.40 | 542.80 |
| | | | | | 460.00 | 82.80 | | | | | 542.80 |

INWARD
Inward No: 851 Dt: 2-1-2021
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

| | | |
|---|---|---|
| | | 460.00 |
| **RS. FIVE HUNDRED FORTY TWO AND EGHTY PAISE ONLY….**<br>**(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
For VIVID WORLD
Authorized Signatory

VIVID WORLD Hyderabad Narayanaguda

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 75175 Date: Sign:

# 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 | 75220 | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

Remarks: This is for Rambabu & Prabhakar

| | | | |
|---|---|---|---|
| Prepared By | Sunеel | 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.

 25-02-2021 14:30:32

# Purchase Order

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<br>204, Kubera Towers, Narayanaguda, Hyderabad.<br><br>~~GSTIN~~ 36AVTPS1528D1ZB<br>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<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>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 Rambabu & prabhakar |
| **Completion Date** | nill |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

For *Summit Sales LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Vivid World*

Name : ______________ Name : ______________ Date : __/__/____

Contact - -