

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		1.4.21		Prepared by:		T Bhasker																									
PO/WO no.		76078		PO / WO Date.		25/3/21																									
Supplier Name		S S L P		PO/WO amount		1197																									
Firm/Company		SSLP		Project		SSLP																									
Sl. No.	Bill No.	Bill Date		Bill amount																											
1	2040	25/3/21		1197																											
2																															
3																															
4																															
Amount A – Bills total(Excluding Transport & Hamali Charges):						1197																									
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:						1197																									
Amount E – PO / WO value:						1197																									
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			9/4/21																												
Remarks:																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>Procurement Manager</td> <td>M D</td> <td>Accounts – receiver of bill</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Sign:</td> <td></td> <td></td> <td>02 02 2021</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>1.4.21</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager	Sign:			02 02 2021					Date	1.4.21						
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Sign:			02 02 2021																												
Date	1.4.21																														

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

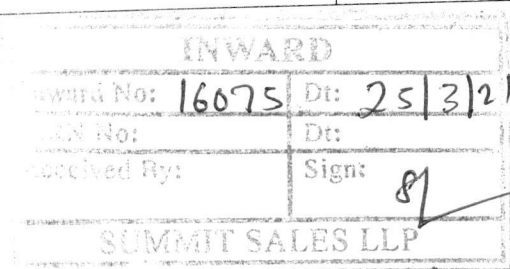
A Complete Solution for all your cartridge needs

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. : 2040					Transport Mode :					
Invoice Date : 25/03/2021					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 (CHERLAPALLY SITE), 5-4-187/3&4, 2 ND FLOOR, SOHAM MANSION, MG ROAD, SECBAD					GATE PAS NO:					
GST: 36ACQFS2044C1Z7					GSTIN :					
State : TELANGANA			Co de		State :				Code	
Product Description	HSN Code	U O M	Qty.	Rate	Amount	TAXABLE VALUE	CGST	SGST	TOTAL	
							RATE	AMT		
HP 12A LASER TONER REFILLING	3707		03	230.00	690.00	124.20	9%	62.10	814.20	
HP 12A LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	383.50	
					1015.00	182.70			1197.70	
										1015.00
RS. ONE THOUSAND ONE HUNDRED NINETY SEVEN AND SEVENTY PAISE ONLY...					ADD : CGST 9%					91.35
(RS.1197.70)					ADD: SGST 9%					91.35
					Total Amount After Tax					1197.70
					GST on Reverse Charge					
Bank Details					Certified that the particulars given above are true and correct					
Bank Name : INDIAN BANK					For VIVID WORLD Authorized Signatory					
Branch : Narayanguda Branch										
Bank A/C : 406746378										
Bank IFSC : IDIB000N015										
Common Seal										



Requisition Form

Company Name:		Summit sales llp		Date:		01.04.2021	
Site & Phase :		Summit housing llp		Time:		14.00	
Supplier				Req. No.		168553	
Material required before date:					ID No.		65106
No	Description	Size	Quantity	Units	Inward No	Date	
1	HP 12A Laser Tonner Refilling		03	No's			
2	HP 12A Laser Tonner Drum		01	No's			
3							
4							
5							
Remarks: For stock maintenance purpose							
Prepared By		NEHA		Sign. & Date			
Sign. & Date		01.04.2021					

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

APPROVED
01 APR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

Purchase Order

Page(s) 1 Of 1

01-04-2021 17:35:42



76078

30.03.21 4:51:31

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	76078	168553
Doc Date	25-03-2021	
Quote No	NIL	
Quote Date	01-04-2021	
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	3.00	230.00	0.00	18.00	814.20
2 3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
Total Order Value . . .					1,197.70

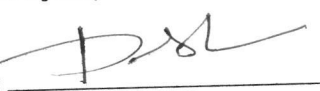
Rupees : One Thousand One Hundred Ninty Seven and Paise Seventy Only.

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	Summit Housing LLP Cherlapally, Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
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 Site use purpose
Completion Date	nill
Measurment	Nil
Security	Nil
Remarks	.

For **Summit Sales LLP**

Authorised Signatory

Name : 

Content

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Date : __/__/__