PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	21/4/21	Prepared by:	MOUNIKA
PO/WO no.	76410	PO / WO Date.	17/2/21
Supplier Name	Vivid world	PO/WO amount	7731/-
Firm/Company	SSLhp	Project	SHLhp
Sl. No.	Bill No.	Bill Date	Bill amount
1	2005	17/2/21	7731/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			7731/-

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:	7731/-
Amount E – PO / WO value:	7731/-
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	25/4/21

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Mounika	[signature]					
Date	21/4/21	22/4					

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. : 2005			Transport Mode :
Invoice Date :17/02/2021			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 (CHERLAPALLY SITE)., 5-4-187/3&4, 2ND FLOOR , SOHAM MANSION, MG ROAD , SECBAD.			
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		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
HP 12A LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
HP 12A LASER TONER BLADE	8443		01	100.00	100.00	18.00	9%	9.00	9%	9.00	118.00
					655.00	117.90					772.90

		655.00
RS. SEVEN HUNDRED SEVENTY TWO AND NINTY PAISE ONLY.... **(RS.772.90)**	ADD :CGST 9%	58.95
	ADD: SGST 9%	58.95
	Total Amount After Tax	772.90
	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

VIVID WORLD Hyderabad Narayanaguda

Authorized Signatory

INWARD

Inward No: 15860 Dt: 18/2/21

GRN No: Dt:

Received By: Sign:

SUMMIT SALES LLP

Inward No: 74975 Date: 2/3/21

SEC'BAD

Certified by:

Stores Manager

Purchase Order

 16-04-2021 12:03:37 Ori

76410
16.04.21 1:10:42

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**	76410	168570
	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	1.00	230.00	0.00	18.00	271.40
2	3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
3	3522 - Computers and Peripherals - Toner drum - NA - nos *Blade*	1.00	100.00	0.00	18.00	118.00
					Total Order Value . . .	**772.90**

Rupees : Seven Hundred Seventy Two and Paise Ninty 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
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 Site use purpose
Completion Date	nill
Measurment	Nil
Security	Nil
Remarks	.

For ***Summit Sales LLP***
Authorised Signatory

Name : 19/04/2021

Contact

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

Name : ______

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	17.02.2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11.00
Supplier		Req. No.	168570
Material required before date:		ID No.	65220

No	Description	Size	Quantity	Units	Inward No	Date
1	Cartridge Refilling(HP 12A)		01	No's		
2	Cartridge Drum (HP 12A)		01	No's		
3	Cartridge Blade (HP 12A)		01	No's		
	76410					

Remarks:FOR STOCK MAINTENANCE PURPOSE

Prepared By	NEHA		
Sign.& Date	17.02.2021	Sign. & Date	

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

APPROVED
19 FEB 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE