

PURCHASE DIVISION
Advice for approval for credit to supplier

6

Date:		23-04-2021		Prepared by:		BHAVANI	
PO/WO no.		76583		PO / WO Date.		20-04-21	
Supplier Name		vivid world		PO/WO amount		271	
Firm/Company		Summit sales LLP		Project		HO	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	2063	20/4/21		271			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						271	
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:						271	
Amount E – PO / WO value:						271	
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			30-04-21				
Remarks: Incentive Rs-20/-							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	23/4/21	25/4					

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/-

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 2063

Invoice Date :20/04/2021

Reverse Charge (Y/N) :

State : TELANGANA

Code	36
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Ship to Party

GATE PASS NO: 2874

GSTIN :

State : TELANGANA

State :

Code

INWARD	
Inward No: 1008	Di: 2-14/21
MRN No:	Dt:
Received By: Samant	Sign: 
MOB. PROPERTIES	

ADD :CGST 9%

ADD: SGST 9%

Total Amount After Tax

GST on Reverse Charge

Bank Details

Bank Name : INDIAN BANK

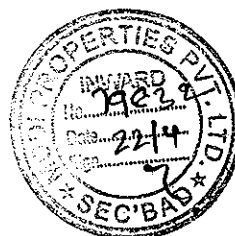
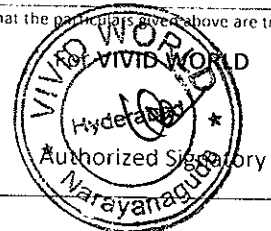
Branch : Narayanguda Branch

Bank A/C : 406746378

Bank IFSC : IDIB000N015

Common Seal

Certified that the particulars given above are true and correct



Purchase Order



76583

16.04.21 1:10:46

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22-04-2021 11:41:53

Original /

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	76583	182792
Doc Date	20-04-2021	
Quote No	Nil	
Quote Date	22-04-2021	
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 88A laser Toner	1.00	230.00	0.00	18.00	271.40
Total Order Value . . .					271.40

Rupees : Two Hundred Seventy One and Paise Fourty 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 site for Krishna Prasad purpose**Completion Date** nill**Measurment** Nil**Security** Nil**Remarks**For **Summit Sales LLP**

Authorised Signatory

Name : _____

Contact : _____

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Summit Sales LLP		Date:		20-04-21	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		182792	
Material required before date:				ID No.		65608	
No	Description	Size	Quantity	Units	Inward No	Date	
1	88A Refilling		1	No			
2							
3							
4							
5							
6	76583						
7							
8							
9							
10							
Remarks: This is for Krishna Prasad printer							
Prepared By		K.Lakshmi Durga		Approved by			
Sign. & Date		20-4-21		Sign. & Date			

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

APPROVED
22 APR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE