

PURCHASE DIVISION
Advice for approval for credit to supplier

8

Date:		23-04-21		Prepared by:		BHAVANI	
PO/WO no.		76577		PO / WO Date.		20-03-21	
Supplier Name		Vivid world		PO/WO amount		654	
Firm/Company		SSUP		Project		H0	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	2035	20/3/21		654			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						654	
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:						654	
Amount E – PO / WO value:						654	
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			30-4-21				
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. : 2035			Transport Mode :
Invoice Date :20/03/2021			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

GATE PAS NO:2863

State : TELANGANA		Co de	State :		Code
Product Description	HSN	Rate	Quantity	Amount	

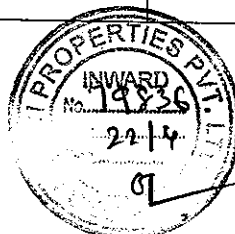
INWARD	
Inward No: 94	Dt: 20/1/37
MRN No:	Dt:
Received By: <i>James</i>	Sign: <i>[Signature]</i>
MODI PROPERTIES	

Bank Details		
Bank Name	: INDIAN BANK	
Branch	: Narayanguda Branch	
Bank A/C	: 406746378	
Bank IFSC	: IDIB000N015	Common Seal

at the particulars given above are

For VIVID WORLD

Authorized Signatory



Purchase Order

Page(s) 1 Of 1

21-Apr-21 5:15:03 PM



76577

16.04.21 1:10:46

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	76577	182779
Doc Date	20-03-2021	
Quote No	Nil	
Quote Date	21-04-2021	
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	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
Total Order Value . . .					654.90

Rupees : Six Hundred Fifty Four 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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	nil
Measurment	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Name :

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.		182779	
Material required before date:				ID No.		65566	
No	Description	Size	Quantity	Units	Inward No	Date	
1	88A Refilling		1	No			
2	88A Drum		1	No			
3	12A Refilling		3	No			
4	12A Drum		2	No			
5							
6							
7							
8							
9							
10							
Remarks: This is for Pavan, Rambabu, Krishna Prasad & Prabhakar Reddy Printers							
Prepared By		K.Lakshmi Durga		Approved by			
Sign. & Date		20-04-21		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