

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 28/6/21		Prepared by: HEMENDRA	
PO/WO no. 77980		PO / WO Date. 18/6/21	
Supplier Name Vinod Wad		PO/WO amount 4310/-	
Firm/Company S S L P		Project HA MP PL	
Sl. No.	Bill No.	Bill Date	Bill amount
1	2101	18/6/21	4310/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges): 1,310/-			
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: 1,310/-			
Amount E – PO / WO value: 1,310/-			
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		28/7/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date	28/6/21		

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/-

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 2101

Transport Mode :

Invoice Date :18/06/2021

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,
5-4-187/3&4, 2ND FLOOR, SOHAM MANSION,
MG ROAD , SECBAD.

Gate pass no:2891

GST: 36ACQFS2044C1Z7.

GSTIN :

State : TELANGANA

State :

Code

INWARD

Inward No: 80	Di: 18/04/21
MRN No:	Di:
Received By: <i>Samir</i>	Sign: 
MODI PROPERTIES	

RS. ONE THOUSAND THREE HUNDRED NINE AND EIGHTY PAISE ONLY....

(RS .1309.80)

ADD :CGST 9%	
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99.90

ADD: SGST 9%

99.90

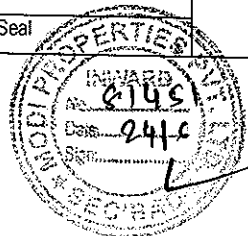
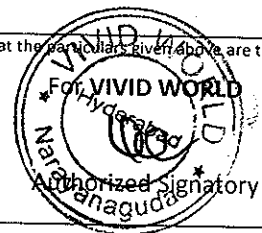
Total Amount After Tax

1309.80

GST on Reverse Charge	
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Common Seal

Certified that the particulars given above are true and correct



Purchase Order

Page(s) 1 Of 1

24-06-2021 12:00:12



77980

19.06.21 11:50:48

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	77980	182950
	Doc Date	18-06-2021	
	Quote No	Nil	
	Quote Date	18-06-2021	
	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
2 3522 - Computers and Peripherals - Toner drum - NA - nos	2.00	325.00	0.00	18.00	767.00
Total Order Value . . .					1,309.80
Rupees : One Thousand Three Hundred Nine 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
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 use purpose

Completion Date nil

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:		18-06-2021	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		182950	
Material required before date:					ID No.		66918
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A toner refilling		2	No			
2	12A Drum replacement		2	No			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for HO							
Prepared By		Suneel		Approved by			
Sign. & Date		18-06-2021		Sign. & Date			

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