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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/6/21	Prepared by:	Meenakshi
PO/WO no.	78053	PO / WO Date.	7/5/21
Supplier Name	Vivid world.	PO/WO amount	2,348/-00
Firm/Company	SSLLP.	Project	SSLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	2074	07/05/21	2,348/-
2			/
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,348/-00

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			93180	☑ 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:	2,348/-
Amount E – PO / WO value:	2,48/-
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	28/6/21.
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Meenakshi	[signature]					
Date	26/6/21	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/-

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. : 2074			Transport Mode :	
Invoice Date :07/05/2021			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.			GATE PASS NO: 3046	
GST: 36ACQFS2044C1Z7.			GSTIN :	
State : TELANGANA	Code		State :	Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
HP 12A LASER TONER REFILLING	3707		03	230.00	690.00	124.20	9%	62.10	9%	62.10	814.20
RICOH LASER TONER REFILLING	3707		02	325.00	650.00	117.00	9%	58.50	9%	58.50	767.00
RICOH LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
HP 12A LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
					1990.00	358.20					2348.20

		1990.00
RS. TWO THOUSAND THREE HUNDRED FORTY EIGHT AND TWENTY PAISE ONLY.... **(RS.2348.20)**	ADD :CGST 9%	179.10
	ADD: SGST 9%	179.10
	Total Amount After Tax	2348.20
	GST on Reverse Charge	

INWARD
Inward No: 16326 7/5/21
MRN No: 93180 26/6/21
Received By:
SUMMIT SALES LLP

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

Authorized Signatory

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 80507
Date 14/5

Certified by:

Stores Manager

Purchase Order

78053
24.06.21 12:03:58

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	**Doc No**	78053	168773
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	07-05-2021	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	25-04-2021	
6682-3161/ 6682-3171 92462-15868	**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	3523 - Computers and Peripherals - Toner refill - NA - nos *Richo refilling*	2.00	325.00	0.00	18.00	767.00
3	3522 - Computers and Peripherals - Toner drum - NA - nos *12A*	1.00	325.00	0.00	18.00	383.50
4	3522 - Computers and Peripherals - Toner drum - NA - nos *Richo Drum*	1.00	325.00	0.00	18.00	383.50
					Total Order Value . . .	**2,348.20**

Rupees : Two Thousand Three Hundred Fourty Eight and Paise Twenty 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	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality 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	nill
Measurment	Nil
Security	Nil
Remarks	.

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ____________________

Name : ____________________

Date : __/__/____

Contact - -

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	25-06-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	12:00
Supplier		Req. No.	168773
Material required before date:		ID No.	66998

S. No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner refilling		3	Nos		
2	Richo Laser Toner Refilling	78053	2	Nos		
3	12A toner drum		1	Nos		
4	Richo Laser Toner Drum		1	Nos		

Remarks:For Stock Maintenance Purpose			
Prepared By	BHAVANI		
Sign.& Date	25-06-2021	Sign. & Date	

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