

PURCHASE DIVISION
Advice for approval for credit to supplier

(P) 1e 1/2

Date: 8/7/21		Prepared by: HEMENDRA	
PO/WO no. 78377		PO / WO Date. 24/6/21	
Supplier Name Vinod Wala		PO/WO amount 932/-	
Firm/Company SSKLP		Project Sh. KLP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	2109	24/6/21	932/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			932/-
Sl. No.	DC .No	DC. Date	MRN No.
1.			
2.			
3.			
Amount B –Other Credits : Transportation charges			
Amount C –Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			932/-
Amount E – PO / WO value:			932/-
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		14/8/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			08 JUL 2021
Date			

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. : 2109	Transport Mode :
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Invoice Date :24/06/2021	Vehicle Number :
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Reverse Charge (Y/N) :	Date of Supply :
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State : TELANGANA	Code	36	
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Bill to Party

Ship to Party

Address: M/S. SUMMIT SALES LLP , 5-4-187/3&4, 2 ND FLOOR, SOHAM MANSION, MG RAD . SECBAD.	GATE PASS NO: 2896
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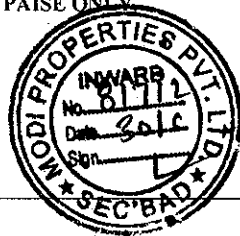
GST: 36ACQFS2044C1Z7	GSTIN :
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State : TELANGANA	Co	State :	Code
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[illegible]

RS. NINE HUNDRED THIRTY TWO AND TWENTYN PAISE ONLY

(RS .932.20s)



ADD :CGST 9%	71.10
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ADD: SGST 9%	71.10
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Total Amount After Tax	932.20
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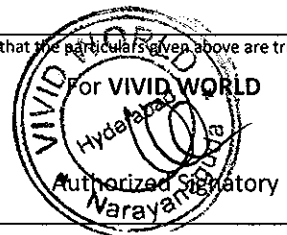
GST on Reverse Charge	
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Bank Details

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

Page(s) 1 Of 1

06-07-2021 16:33:19



78377

06.07.21 4:40:58

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
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

Doc No	78377	168792
Doc Date	24-06-2021	
Quote No	Nil	
Quote Date	06-07-2021	
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 3523 - Computers and Peripherals - Toner refill - NA - nos	1.00	230.00	0.00	18.00	271.40
3 3522 - Computers and Peripherals - Toner drum - NA - nos Tonner Blade	1.00	100.00	0.00	18.00	118.00
Total Order Value . . .					932.20

Rupees : Nine Hundred Thirty Two 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
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:		03-07-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:		13:18	
Supplier				Req. No.		168792	
Material required before date:				ID No.		67292	
S. No	Description	Size	Quantity	Units	Inward No	Date	
1	HP 12A Laser Toner Refilling		2	Nos			
2	HP 88A Laser Toner Refilling	78377	1	Nos			
3	HP 88A Laser Toner Bladee		1	Nos			
Remarks: For Refilling Purpose							
Prepared By		BHAVANI					
Sign. & Date		03-07-2021		Sign. & Date			

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


APPROVED
 05 JUL 2021
 P. PRABHAKAR
 Sr. MANAGER PURCHASE