

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 10/7/21		Prepared by: HEMENDRA	
PO/WO no. 78496		PO / WO Date. 6/7/21	
Supplier Name Vinod Walda		PO/WO amount 271=00	
Firm/Company SSCP		Project	
Sl. No.	Bill No.	Bill Date	Bill amount
1	2118	6/7/21	271=00
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			271=00
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=00
Amount E – PO / WO value:			271=00
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		16/7/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
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/-

PO- 78496

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 2118			Transport Mode :
Invoice Date :06/07/2021			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	



Purchase Order

Page(s) 1 Of 1

12-07-2021 12:00:34



78496

06.07.21 4:42:38

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	78496	183027
Doc Date	06-07-2021	
Quote No	Nil	
Quote Date	10-07-2021	
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	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 use purpose.
Completion Date Nil
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:		SSLLP		Date:		05.07.21	
Site & Phase :		HO		Time:		09:50	
Supplier				Req.No.		183027	
Material required before date:			06.07.2021		ID No.		
No	Description	Size	Quantity	Units	Inward No	Date	
1	Hp lazer jet [Refilling]	Std	01	Nos			
2							
3							
4							
5							
6							
Remarks: for site use purpose							
Prepared By		Suneel		Approved by			
Sign. & Date		05.07.2021		Sign. & Date			

Note: