

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

(E) ✓

Date: 7/8/21		Prepared by: Hemendra	
PO/WO no. 79320		PO / WO Date. 26/7/21	
Supplier Name Vivid World		PO/WO amount 6557	
Firm/Company S.S LLP		Project MPP2 HR	
Sl. No.	Bill No.	Bill Date	Bill amount
1	2128	26/7/21	6557
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			6557
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:			6557
Amount E – PO / WO value:			6557
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		12/8/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Accounts – receiver of bill
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/-

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 2128

Transport Mode

Invoice Date : 26/07/2021

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: 2965.

GST: 36ACQFS2044C1Z7.

GSTIN :

State : TELANGANA

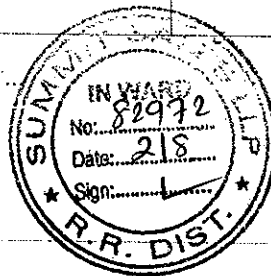
State :

Code

[illegible]

RS. SIX HUNDRED FIFTY FOUR AND NINTY PAISE ONLY.

(RS.654.90)



ADD CGS 3%

ADD: SGS 3%

Total Amount	After Tax
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GST on Reverse Charge	
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654.90

555.00

49.95

49.95

654.90

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

03-08-2021 16:32:48



79320

31.07.21 2:18:25

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	79320	183075
Doc Date	26-07-2021	
Quote No	Nil	
Quote Date	03-07-2021	
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 12A	1.00	230.00	0.00	18.00	271.40
2 3522 - Computers and Peripherals - Toner drum - NA - nos 12A	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 /	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 Lateef purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Name : 

Content

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Date : __/__/__

Requisition Form

1543

Company Name:		Summit Sales LLP		Date:		28-07-2021	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		183075	
Material required before date:				ID No.		68008	
No	Description	Size	Quantity	Units	Inward No	Date	
1	12 A Toner refilling		1	No			
2	12A toner Drum		1	No			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for lateef printer							
Prepared By		Suneel		Approved by			
Sign. & Date		28-7-2021		Sign. & Date			
Note: On receipt of material at site write inward number and date in last 2 columns.							

APPROVED
29 JUL 2021
P. PRAJHAKAR
Sr. MANAGER PURCHASE