PURCHASE DIVISION
Advice for approval for credit to supplier

E m

Date:	14/8/21	Prepared by:	HEMENDRA
PO/WO no.	79632	PO / WO Date.	5/8/21
Supplier Name	Vivid World	PO/WO amount	1,310/-
Firm/Company	SSLU	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	2138	5/8/21	1,310/-
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	18/8/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		APPROVED 16 AUG 2021 MINISH PARIKH MANAGER PROCUREMENT				
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/-

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Requisition Form

Company Name:	Summit sales LLP	Date:	05-08-21
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	183096
Material required before date:		ID No.	68250

No	Description	Size	Quantity	Units	Inward No	Date
1	12A refilling		2	Nos		
2	12a toner drums		2	Nos		
3						
4						
5	79632					
6						
7						
8						
9						
10						

Remarks: This is for bar codes

Prepared By	K.Suneel	Approved by	
Sign.& Date	27-07-21	Sign. & Date	

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

APPROVED
06 AUG 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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. : 2138	Transport Mode :
Invoice Date :05/08/2021	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:2973
GST: 36ACQFS2044C1Z7.	GSTIN :
State : TELANGANA — Code	State : — Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST RATE	CGST AMT	SGST RATE	SGST AMT	TOTAL
HP 12A LASER TONER REFILLING	3707		02	230.00	460.00	82.80	9%	41.40	9%	41.40	542.80
HP 12A LASER TONER DRUMS	843		02	325.00	650.00	117.00	9%	58.50	9%	58.50	767.00
					1110.00	199.80					1309.80
											1110.00

INWARD
Inward No: 253 Dt: 05/08/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

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

(RS.1309.80)

ADD :CGST 9%	99.90
ADD: SGST 9%	99.90
Total Amount After Tax	1309.80
GST on Reverse Charge	

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 83160 Date: 7/8 Sign:

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

VIVID WORLD Hyderabad Narayanaguda

Authorized Signatory

Purchase Order

 12-08-2021 15:09:24

79632
12.08.21 2:06:05

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.	**Doc No**	79632	183096
	Doc Date	05-08-2021	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	12-08-2021	
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 *12A*	2.00	230.00	0.00	18.00	542.80
2	3522 - Computers and Peripherals - Toner drum - NA - nos *12A*	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
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 Bar codes 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 : __/__/____