

PURCHASE DIVISION
Advice for approval for credit to supplier

(2) (3)

Date: 24/8/21		Prepared by: ME MENDRA	
PO/WO no. 79751		PO / WO Date. 16/8/21	
Supplier Name: Twid Wald		PO/WO amount: 779 1/2	
Firm/Company: SLLP		Project: SHUR HO	
Sl. No.	Bill No.	Bill Date	Bill amount
1	2151	16/8/21	779 1/2
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			779 1/2
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:			779 1/2
Amount E - PO / WO value:			779 1/2
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		26/8/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			25 AUG 2021
Date			MINISH PARIKH MANAGER PROCUREMENT
			MD
			Accounts - receiver of bill
			Accountant
			Accounts Manager

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. : 2151			Transport Mode :
Invoice Date :16/08/2021			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Ship to Party

GSTIN :

State :

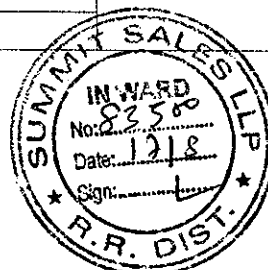
[illegible]

ADD :CGST 9%	59.40
ADD :SGST 9%	59.40
Total Amount After Tax	778.80

Hammer

Certified that the particulars given above are true and correct

Authorized Signatory



Purchase Order

Page(s) 1 Of 1

17-08-2021 15:11:33

Or

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7



79751
12.08.21 2:08:31

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

Doc No	79751	183114
Doc Date	16-08-2021	
Quote No	Nil	
Quote Date	16-08-2021	
SupplyType	Supply	

GSTIN 36AVTPS1528D1ZB

6682-3161/6682-3171

92462-15868

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 Blades	1.00	200.00	0.00	18.00	236.00
Total Order Value . . .					778.80

Rupees : Seven Hundred Seventy Eight 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

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 Ho 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:		16-08-21	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.			
Material required before date:				ID No.		183114 68518	
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A refilling		2	No			
2	12a toner blades		1	No			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for HO							
Prepared By		K.Suneel		Approved by			
Sign. & Date		16-08-21		Sign. & Date			

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

APPROVED
17 JUN 2021
P. PRABHAKAR
PURCHASE