PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/8/21	Prepared by:	HEMENDRA
PO/WO no.	79751	PO / WO Date.	16/8/21
Supplier Name	Twid Wold	PO/WO amount	779/-
Firm/Company	SSLLP	Project	Shup HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	2151	16/8/21	779/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			779/-

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:	779/-
Amount E – PO / WO value:	779/-
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	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 25 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/-

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. : 2151			Transport Mode :	
Invoice Date :16/08/2021			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 ROAAD , SECBAD.			GATE PASS NO:2978	
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 ONER BLADES	8443		01	100.00	200.00	36.00	9%	18.00	9%	18.00	236.00
					660.00	118.80					778.80

INWARD
Inward No: 295 Dt: 16/08/21
MRN No: Dt:
Received By: Samarth Sign:
MODI PROPERTIES

RS. SEVEN HUNDRED SEVENTY EIGHT AND EIGHTY PAISE ONLY....

(RS .778.80)

	660.00
ADD :CGST 9%	59.40
ADD: SGST 9%	59.40
Total Amount After Tax	778.80

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

Authorized Signatory

VIVID WORLD Hyderabad

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 8358
Date: 17/8
Sign:

Purchase Order

 17-08-2021 15:11:33

Or

79751
12.08.21 2:08:31

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	79751	183114
Doc Date	16-08-2021	
Quote No	Nil	
Quote Date	16-08-2021	
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*	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
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 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 : __/__/____

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Requisition Form

Company Name:	Summit Sales LLP	Date:	16-08-21
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	183114
Material required before date:		ID No.	68518

No	Description	Size	Quantity	Units	Inward No	Date
1	12A refilling		2	No		
2	12a toner blades		1	No		
3						
4						
5	79751					
6						
7						
8						
9						
10						

Remarks: This is for HO

Prepared By	K.Suneel	Approved by	
Sign.& Date	16-08-21	Sign. & Date	APPROVED 17 JUN 2021 P. PRABHAKAR ...CER PURCHASE

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