PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	7/12/21	Prepared by:	Neha
PO/WO no.	81229	PO / WO Date.	30/9/21
Supplier Name	Vinod Wood	PO/WO amount	1,198/-
Firm/Company	SSLLP	Project	Shop
Sl. No.	Bill No.	Bill Date	Bill amount
1	2177	30/9/21	1,198/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,198/-

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:	1,198/-
Amount E – PO / WO value:	1,198/-
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	14/10/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			07 SEP 2021				
Date			MANISH PARIKH MANAGER PROCUREMENT				

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. : 2177				Transport Mode :	
Invoice Date :30/09/2021				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 (CHERLAPALLY SITE), 5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MG ROAD , SECBAD-3					
GST: 36ACQFS2044C1Z7				GSTIN :	
State : TELANGANA	Code			State :	Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
HP 12A LASER TONER REFILLING	3707		03	230.00	690.00	124.20	9%	62.10	9%	62.10	814.20
HP 12A LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
					1015.00	182.70					1197.70

	1015.00
ADD :CGST 9%	91.35
ADD: SGST 9%	91.35
Total Amount After Tax	1197.70

RS. ONE THOUSAND ONE HUNDRED NINTY SEVEN AND SEVENTY PAISE ONLY

(RS . 1197.00)

Bank Details	
Bank Name	: INDIAN BANk
Branch	: Narayanguda Branch
Bank A/C	: 406746378
Bank IFSC	: IDIB000N015

SUMMIT SALES LLP IN WARD No: 85095 Date: 1/10 Sign: Common Seal

Certified that the particulars given above are true and correct

For VIVID WORLD

Authorized Signatory

INWARD
Inward No: 17058 Dt: 30/9/21
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

1263

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	30-09-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169065
Material required before date:		ID No.	69886

S. No	Description	Size	Quantity	Units	Inward No	Date
1	HP 12A Laser Toner Refilling		3	Nos		
2	HP 12A Laser Toner Drum 81229		1	Nos		
Remarks:For Refilling Purpose						

Prepared By	Bhavani		
Sign.& Date	30-09-2021	Sign. & Date	

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

APPROVED
- 3 OCT 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

Purchase Order

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81229
30.09.21 4:25:50

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**	81229	169065
	Doc Date	30-09-2021	
	Quote No	Nil	
	Quote Date	30-09-2021	
	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 *HP 12A*	3.00	230.00	0.00	18.00	814.20
2	3522 - Computers and Peripherals - Toner drum - NA - nos *HP 12A*	1.00	325.00	0.00	18.00	383.50
					Total Order Value . . .	**1,197.70**

Rupees : One Thousand One Hundred Ninty Seven and Paise Seventy 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	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
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 SSLLP cartridge refilling 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 : __/__/____