PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	7/10/21	Prepared by:	Hamsha
PO/WO no.	81225	PO / WO Date.	24/9/21
Supplier Name	Vivid World	PO/WO amount	655/-
Firm/Company	SSLLP	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	2174	24/9/21	655/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			655/-

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:	655/-
Amount E – PO / WO value:	655/-
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	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

APPROVED
07 SEP 2021
MINISH 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. : 2174			Transport Mode :
Invoice Date :24/09/2021			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, 5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MG ROAD , SECBAD-3	GATE PASS NO:2801
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		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
RICOH LASER TONER REFILLING	3707		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
					555.00	99.90					654.90

INWARD
Inward No: 4044 Dt:24/09/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

RS. SIX HUNDRED FIFTY FOUR AND NINTY PAISE ONLY

(RS . 654.90)

SUMMIT SALES LLP R.R. DIST. IN WARD No: 85094 Date: 1/10 Sign:

	555.00
ADD :CGST 9%	49.95
ADD: SGST 9%	49.95
Total Amount After Tax	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

For VIVID WORLD

VIVID WORLD Hyderabad Narayanguda

Authorized Signatory

Requisition Form 1244

Company Name:	Summit Sales LLP	Date:	24-09-2021
Site & Phase :	Head office	Time:	
Supplier		Req. No.	183209
Material required before date:		ID No.	69778

No	Description	Size	Quantity	Units	Inward No	Date
1	12A tonner refilling		1	No		
2	Ricoh toner refilling 81225		1	No		
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: This is for HO

Prepared By	Suneel	Approved by	
Sign.& Date	24-09-2021	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

 01-10-2021 13:43:33

81225
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**	81225	183209
	Doc Date	24-09-2021	
	Quote No	Nil	
	Quote Date	24-09-2021	
	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 *12A HP*	1.00	230.00	0.00	18.00	271.40
2	3523 - Computers and Peripherals - Toner refill - NA - nos *Ricoh*	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
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 : __/__/____