

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 7/10/21		Prepared by: Hamba	
PO/WO no. 81225		PO / WO Date. 24/9/21	
Supplier Name: Vaid World		PO/WO amount: 6.55/-	
Firm/Company: SCLP		Project: HD	
Sl. No.	Bill No.	Bill Date	Bill amount
1	2174	24/9/21	6.55/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges): 6.55/-			
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:			
Amount E – PO / WO value: 6.55/-			
Amount F – Difference (A – E): GST-18% 6.55/-			
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
Sign:			
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/-

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 2174

Invoice Date :24/09/2021

Reverse Charge (Y/N):

State : TELANGANA

Code

36

Bill to Party

Address: M/S. SUMMIT SALES LLP,
5-4-187/3&4, 2ND FLOOR, SOHAM MANSION,
MG ROAD , SECBAD-3

Transport Mode :

Vehicle Number :

Date of Supply :

Ship to Party

GATE PASS NO:2801

GST: 36ACQFS2044C1Z7

GSTIN :

State : TELANGANA

State :

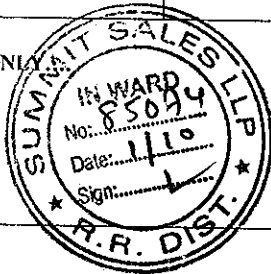
Code

INWARD

Inward No:	404	Dr: 24/09/21
MRN No:		Dr:
Received By:	Shamoli	Signature: 
MODI PROPERTIES		

RS. SIX HUNDRED FIFTY FOUR AND NINTY PAISE ONLY

(RS . 654.90)



ADD :CGST 9%

ADD: SGST 9%

Total Amount After Tax

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

Naray

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
F. PRADHAKAR
Sr. MANAGER PURCHASE

Purchase Order

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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.
GST 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
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 : / /