

PURCHASE DIVISION
Advice for approval for credit to supplier

② 15/10

my

Date:	13/10/21	Prepared by:	Hananda
PO/WO no.	81496	PO / WO Date.	5/10/21
Supplier Name:	Vivid World	PO/WO amount	1,038/-
Firm/Company	55218	Project	HP
Sl. No.	Bill No.	Bill Date	Bill amount
1	2178	5/10/21	1,038/-
2			
3			
4			

Amount A – Bills total(Excluding Transport & Hamali Charges):

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:

Amount E – PO / WO value:

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	18/10/21

Remarks:

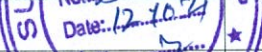
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	14/10/21						

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

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Bank Details		 	Certified that the particulars given above are true and correct  For VIVID WORLD Authorized Signatory
Bank Name	: INDIAN BANK		
Branch	: Narayanguda Branch		
Bank A/C	: 406746378		
Bank IFSC	: IDIB000N015		
		Common Seal	

Purchase Order

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08-10-2021 16:05:44

Original /



81496

05.10.21 5:01:58

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 81496 183222**Doc Date** 05-10-2021**Quote No** Nil**Quote Date** 05-10-2021**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 HP88A	1.00	230.00	0.00	18.00	271.40
2 3522 - Computers and Peripherals - Toner drum - NA - nos HP88A	1.00	325.00	0.00	18.00	383.50
3 3523 - Computers and Peripherals - Toner refill - NA - nos Ricoh	1.00	325.00	0.00	18.00	383.50
Total Order Value . . .					1,038.40

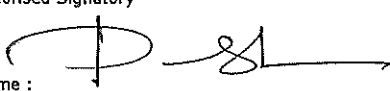
Rupees : One Thousand Thirty Eight and Paise Fourty Only.

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

1299

Company Name:		Summit Sales LLP		Date:		05-10-2021	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		183222	
Material required before date:				ID No.		70115	
No	Description	Size	Quantity	Units	Inward No	Date	
1	88A tonner refilling		1	No			
2	88A toner drum 81496		1	No			
3	Ricoh toner refilling		1	No			
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for HO							
Prepared By		Suneel		Approved by			
Sign. & Date		05-10-2021		Sign. & Date			

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

APPROVED
-7 OCT 2021
P. PRASHAKAR
Sr. MANAGER PURCHASE