

PURCHASE DIVISION
Advice for approval for credit to supplier

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Date:		21/10/21		Prepared by:		Suehs	
PO/WO no.		81923		PO / WO Date.		16/10/21	
Supplier Name		Vivid world		PO/WO amount		655/-	
Firm/Company		Summit Sales Up		Project		41.0	
Sl. No.	Bill No.	2187		Bill Date	16/10/21		Bill amount
1							655/-
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				25/10/21			
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Suehs		MANISH PARIKH				
Date	21/10/21		28 OCT 2021				

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. : 2187			Transport Mode :
Invoice Date :16/10/2021			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Ship to Party

GATE PASS NO: 2813

GSTIN :

State :

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
HP 12A LASER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
HP 12A LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
						555.00	99.90				654.90

INWARD

Inward No: 464	Dt: 16/10/21
MRN No:	Dt:
Received By: [Signature]	Sign: [Signature]
MODI PROPERTIES	

(RS .654.90)

ADD :CGST 9%	49.95
ADD: SGST 9%	49.95
Total Amount After Tax	654.90

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

Purchase Order

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21-10-2021 14:19:44



81923

19.10.21 5:30:09

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	81923	183235
	Doc Date	16-10-2021	
	Quote No	Nil	
	Quote Date	16-10-2021	
	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 12A	1.00	230.00	0.00	18.00	271.40
2	3522 - Computers and Peripherals - Toner drum - NA - nos 12A	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 / Brand	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 Cost	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

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Name : _____

Date : __/__/__

Contact

Requisition Form

1346

Company Name:		Summit Sales LLP		Date:		16-10-2021	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		183235	
Material required before date:				ID No.		70419	
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A tonner refilling		1	No			
2	12A toner drum		1	No			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for HO							
Prepared By		Suneel		Approved by			
Sign. & Date		16-10-2021		Sign. & Date			

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