

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 27/10/21		Prepared by: H. P. da	
PO/WO no. 81626		PO / WO Date. 8/10/21	
Supplier Name: Vinod Wale		PO/WO amount 5.55/-	
Firm/Company: SSIUP		Project: HR	
Sl. No.	Bill No.	Bill Date	Bill amount
1	2182	8/10/21	5.55/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges): 6.55/-			
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: 6.55/-			
Amount E - PO / WO value: 6.55/-			
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. 1/- ☒ No	
Payment - due date		23/10/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts - receiver of bill	Accountant	Accounts 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/-

M/s. VIVID WORLD

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Flat No. 503, G2 Block, Indu Aranaya Pallavi Apts., Bandlaguda,
Nagole, Hyderabad – 500 068, Telangana State. Tel : +91-9246215868

GSTIN : 36AVTPS1528D1ZB

81626

TAX INVOICE

Invoice No. : 2182

Transport Mode :

Invoice Date : 08/10/2021

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 LTD,
5-4-187/3&4, 2ND FLOOR, SOHAM MANSION,
MG ROAD, SECBAD.

GATE PASS NO: 2809

GST: 36ACQFS2044C1Z7

GSTIN :

State : TELANGANA

Co
de

State :

Code

Product Description

HSN
Code

U
O
M

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

RS. SIX HUNDRED FIFTY FOUR AND NINTY PAISE ONLY

(RS .654.90)

ADD :CGST 9%

555.00

49.95

ADD: SGST 9%

49.95

Total Amount After Tax

654.90

Bank Details

Bank Name : INDIAN BANK

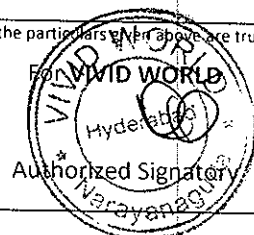
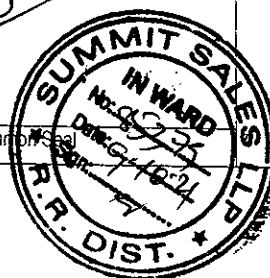
Branch : Narayanguda Branch

Bank A/C : 406746378

Bank IFSC : IDIB000N015

Common Seal

Certified that the particulars given above are true and correct



Purchase Order

Page(s) 1 Of 1

12-10-2021 14:26:51

Ori



81626

18.10.21 2:04:47

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	81626	183228
	Doc Date	08-10-2021	
	Quote No	Nil	
	Quote Date	08-10-2021	
	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 : __/__/__

Content

Requisition Form

1359

Company Name:		Summit Sales LLP		Date:		08-10-2021	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		183228	
Material required before date:				ID No.		70147	
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A tonner refilling		1	No			
2	12A toner drum		1	No			
3							
4							
5	81626						
6							
7							
8							
9							
10							

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

Remarks: This is for HO

Prepared By	Suneel	Approved by	
Sign. & Date	08-10-2021	Sign. & Date	

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