

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 8/11/21		Prepared by: Sneh	
PO/WO no. 82332		PO / WO Date. 28/10/21	
Supplier Name: vivid world		PO/WO amount: 927/-	
Firm/Company: Summit Sales Up		Project: 41.0	
Sl. No.	Bill No.	Bill Date	Bill amount
1	2198	28/10/21	927/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			927/-
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:			927/-
Amount E – PO / WO value:			927/-
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		15/11/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	MD
Sign:	Sneh	MINISH PARIKH	
Date	8/11/21		

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

Invoice No. : 2198			Transport Mode :
Invoice Date :28/10/2021			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Address: M/S. SUMMIT SALES LLP,
5-4-187/3\$4, MG ROAD, SECBAD.

Ship to Party

GATE PASS NO:2821

GST: 36ACQFS2044C1Z7

GSTIN :

State : TELANGANA

State :

Code

INWARD	
Inward No: 508	Dt: 28/12/14
MRN No:	Dt:
Received By: <i>[Signature]</i>	Sign: <i>[Signature]</i>
MODI PROPERTIES	

(RS .926.30)

ADD :CGST 9%

ADD: SGST 9%

Total Amount After Tax	
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Bank Details

Bank Name : INDIAN BANK

Branch : Narayanquda Branch

Bank A/C : 406746378

Bank IFSC	: IDIB000N015
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Common Seal

Certified that the particulars given above are true and correct

For VIVID WORLD
Hyderabad
Authorized Signatory
Narayananda

Requisition Form

1467

Company Name:		Summit sales LLP		Date:		28-10-2021	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		183259	
Material required before date:				ID No.		70785	
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A Toner refilling		1	No			
2	12A toner drum 82332		1	No			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for Head office							
Prepared By		Suneel		Approved by			
Sign. & Date		28-10-2021		Sign. & Date			

APPROVED
28 OCT 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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

Purchase Order

Page(s) 1 Of 1

05-11-2021 11:10:50



82332

30.10.21 11:22:44

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	82332	183259
Doc Date	28-10-2021	
Quote No	Nil	
Quote Date	28-10-2021	
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	2.00	230.00	0.00	18.00	542.80
2 3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
Total Order Value . . .					926.30

Rupees : Nine Hundred Twenty Six and Paise Thirty 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

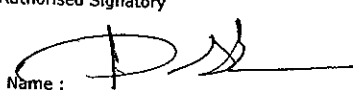
Measurment Nil

Security Nil

Remarks

For **Summit Sales LLP**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Date : __/__/__