PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/11/21	Prepared by:	Monika
PO/WO no.	82474	PO / WO Date.	27/10/21
Supplier Name	Vivid world	PO/WO amount	1,003/—
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	2196	27/10/21	1003/—
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1003/—

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:	1003/—
Amount E – PO / WO value:	1003/—
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	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Monika		APPROVED 13 NOV 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	13/11/21						

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/-

M/s. VIVID WORLD

A Complete Solution for all your cartridge needs

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

GSTIN : 36AVTPS1528D1ZB

TAX INVOICE

Invoice No. : 2196	Transport Mode :
Invoice Date :27/10/2021	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 (CHERLAPALLY SITE) , 5-4-187/3$4, MG ROAD , SECBAD.	GATE PASS NO: 3591
GST: 36ACQFS2044C1Z7	GSTIN :
State : TELANGANA Code	State : Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
RICOH LASER TONER REFILLING	3707		02	325.00	650.00	117.00	9%	58.50	9%	58.50	767.00
RICOH LASER TONER CHIP	8443		01	200.00	200.00	36.00	9%	18.00	9%	18.00	236.00
					850.00	153.00					1003.00

INWARD
Inward No: 17162 Dt: 27-10-21
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

RS . ONE THOUSAND AND THREE ONLY

(RS .1003.00)

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 2913
Date: 17-11-2
Sign:

	850.00
ADD :CGST 9%	76.50
ADD: SGST 9%	76.50
Total Amount After Tax	1003.00

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

09-11-2021 15:27:14

Purchase Order

82474
09.11.21 4:15:36

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	82474	169170
Doc Date	27-10-2021	
Quote No	Nil	
Quote Date	27-10-2021	
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 *Ricoh tonner*	2.00	325.00	0.00	18.00	767.00
2	3530 - Computers and Peripherals - Toner Magnet - Other - nos *Ricoh Chip*	1.00	200.00	0.00	18.00	236.00
	Total Order Value . . .					**1,003.00**

Rupees : One Thousand Three 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	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality 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 SSLLP site office Purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

12/11/2021

Name : ____________

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	27-10-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169170
Material required before date:		ID No.	70993

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Ricoh Laser Toner Refilling 82474		2	Nos		
2	Ricoh Laser Toner Chip		1	Nos		

Remarks:For SSLLP Site Office Purpose

Prepared By	Bhavani		
Sign.& Date	27-10-2021	Sign. & Date	

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

APPROVED
12 NOV 2021
MINISH PARIKH
MANAGER PROCUREMENT