PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	27/11/2021	Prepared by:	Jaikiran
PO/WO no.	82745	PO / WO Date.	10/11/2021
Supplier Name	VIVID WORLD	PO/WO amount	655
Firm/Company	SSLLP	Project	Head office
Sl. No.	Bill No.	Bill Date	Bill amount
1	2204	10/11/2021	654.90
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			655

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:	655
Amount E – PO / WO value:	655
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	29/11/21
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Jaikiran						
Date	27/11/21						

APPROVED
27 NOV 2021
MINISH PARIKH
MANAGER PROCUREMENT

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. : 2204	Transport Mode :
Invoice Date :10/11/2021	Vehicle Number :
Reverse Charge (Y/N) :	Date of Supply :
State : TELANGANA Code 36	
Bill to Party	Ship to Party
Address: M/S. SUMMT SAL;ES LLP, 5-4-187/3&4, 2ND FLOOR, SOHAM MAANSSIO MG ROAD, SECBAD.	GATE PASS NO:
GST: 36ACQFS2044C1Z7.	GSTIN :
State : TELANGANA Code	State : Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST RATE	CGST AMT	SGST RATE	SGST AMT	TOTAL
HP 12A LASER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
HP 12 ALASER 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: 544 Dt: 10/11/21
GRN No: Dt:
Received By: Samarjit Sign:
MODI PROPERTIES

RS . SIX HUNDRED FIFTY FOUR AND NINTY PAISE ONLY
(RS . 654.90) 654.90

	555.00
ADD :CGST 9%	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
For VIVID WORLD
Authorized Signatory

Purchase Order

 19-11-2021 14:31:56

82745
12.11.21 5:08:07

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	**Doc No**	82745	183277
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	10-11-2021	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	10-11-2021	
6682-3161/ 6682-3171 92462-15868	**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
Penality 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

24/11/2021

Name :

Contact : -

Accepted the above Terms And Conditions

For *Vivid World*

Name :

Date : _/_/__

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Requisition Form

Company Name:	Summit sales LLP	Date:	12-11-2021
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	183277
Material required before date:		ID No.	71178

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner refilling		1	No		
2	12A toner drum		1	No		
3						
4						
5	82745					
6						
7						
8						
9						
10						

APPROVED
24 NOV 2021
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: This is for Head office

Prepared By	Suneel	Approved by	
Sign.& Date	12-11-2021	Sign. & Date	

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