

PURCHASE DIVISION
Advice for approval for credit to supplier

(3) (2)

Date:		1/12/21		Prepared by:		Sneha	
PO/WO no.		83175		PO / WO Date.		25/11/21	
Supplier Name		Vivid World		PO/WO amount		271.40/-	
Firm/Company		Summit Sales Up		Project		H.O	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	2223	25/11/21		271.40/-			
2							
3							
4							
Amount A - Bills total(Excluding Transport & Hamali Charges):						271.40/-	
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN			
1.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B - Other Credits : Transportation charges						-	
Amount C - Other Debits :						-	
Amount D (D=A+B-C) - Amount to be credited to the supplier:						271.40/-	
Amount E - PO / WO value:						271.40/-	
Amount F - Difference (A - E): GST-18%						-	
Quantity received as per PO /WO			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)				
Is difference between PO / Bill acceptable?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (explained below)				
Excess / short material received			<input type="checkbox"/> Approved - within acceptable limits <input type="checkbox"/> No (explained below)				
Close PO / W?O			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No - wait for balance material <input type="checkbox"/> No (explained below)				
Advance paid / PDC given (deduct when paying)			<input type="checkbox"/> Yes - Rs. ___/- <input type="checkbox"/> No				
Payment - due date			6/12/21				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:	Sneha						
Date	1/12/21	2/12					

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/-

Requisition Form

Company Name:		Summit Sales LLP		Date:		25-11-21	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		183308	
Material required before date:			ID No.			71669	
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A Toner refilling		1	No			
2							
3							
4							
5	83175						
6							
7							
8							
9							
10							
Remarks: This is for Head Office							
Prepared By		K.Suneel		Approved by			
Sign.& Date		25-11-21		Sign. & Date			
Note: On receipt of material at site write inward number and date in last 2 columns.							

Purchase Order

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Original / Office Copy / Purchase Div.Copy

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	83175	183308
Doc Date	25-11-2021	
Quote No	Nil	
Quote Date	25-11-2021	
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
Total Order Value . . .					271.40

Rupees : Two Hundred Seventy One and Paise Fourty 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

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Name : _____

Date : ___/___/___