## PURCHASE DIVISION Advice for approval for credit to supplier



| Date  |  |                | 112/21           |      | Prepared by:  |             |             |                                       | Snohe             |            |  |  |  |
|---|--|----------------|------------------|------|---|-------------|-------------|---------------------------------------|-------------------|------------|--|--|--|
| PO/WO no. 8317                                |  | 2175           |                  | P    | PO / WO Date.   |             |             | 25/11/21                              |                   |            |  |  |  |
| Supplier Name 0 1                             |  |                | leage to         | 7    | PO/WO amount  |             |             |                                       | 271.40/-          |            |  |  |  |
| Firm/Comp                                     | any  | _              | Et sale          |      | D P   | roject      | <del></del> |                                       | 41.0              |            |  |  |  |
| Si. No.                                       |  | Bill No.       |                  |      | $\mathcal{A}$ B   | ili Date    | <del></del> |                                       | Bill amount       |            |  |  |  |
| 1   |  | 9              | 223              |      |   | ar          | 5/11/2      | 271.40/-                              |                   |            |  |  |  |
| 2   |  | <u> </u>       |                  |      |   | <u></u>     | 71 12       |                                       | 271,00/-          |            |  |  |  |
| 3   |  |                |                  |      |   | <del></del> | <del></del> |                                       |                   |            |  |  |  |
| 4   |  |                |                  |      |   |             |             | · · · · · · · · · · · · · · · · · · · |                   |            |  |  |  |
| Amount A                                      | - Bills                                      | total(Excludin | g Transport &    | Ham  | ali Charges   | ):          |             |                                       |                   |            |  |  |  |
| Sl. No.                                       | DC .N  | lo .           | DC.              | Date |   |             | MRN N       | lo.                                   | DC matches MRN    |            |  |  |  |
| 1.  |  |                |                  | ~    |   |             | -           |                                       | □Yes □ No         |            |  |  |  |
| 2.  |  |                | •                |      | ·   |             |             |                                       | □ Yes □ No        |            |  |  |  |
| 3.  | <u>.                                    </u> |                |                  |      | · · · · · · · · · · · · · · · · · · ·                         |             |             |                                       |                   | □ Yes □ No |  |  |  |
| Amount B                                      | -Other                                       | Credits :_Tran | sportation cha   | rges | · · · · · · · · · · · · · · · · · · ·                         |             | 1           |                                       |                   |            |  |  |  |
| Amount C                                      | -Other                                       | Debits:        |                  |      |   | <del></del> | <del></del> |                                       |                   |            |  |  |  |
| Amount D                                      | (D=A+  | B-C) – Amou    | nt to be credite | d to | the supplier  | <del></del> |             |                                       | 271,40            |            |  |  |  |
| Amount E                                      | -PO/   | WO value:      |                  |      | ·····   | ····        |             |                                       |                   |            |  |  |  |
| Amount F                                      | – Diffe                                      | rence (A – E): | GST-18%          | •    |   |             | ····        |                                       | 271.40            |            |  |  |  |
| Quantity re                                   | ceived                                       | as per PO/W    | Ö                | ·    | Yes 🗆 E   | xcess r     | eceived 🗆   | Short receive                         | d □ Other (explai | ned below) |  |  |  |
| Is differen                                   | e betw                                       | een PO / Bill  | acceptable?      |      | □ Yes □ No (explained below)                                  |             |             |                                       |                   |            |  |  |  |
| Excess / sh                                   | ort mat                                      | erial received |                  |      | ☐ Approved – within acceptable limits ☐ No (explained below)  |             |             |                                       |                   |            |  |  |  |
| Close PO                                      | W?O  | MA-14-1        | <del> </del>     |      | ☐ Yes ☐ No - wait for balance material ☐ No (explained below) |             |             |                                       |                   |            |  |  |  |
| Advance paid / PDC given (deduct when paying) |  |                |                  |      | □ Yes - Rs. /- □ No   |             |             |                                       |                   |            |  |  |  |
| Payment – due date                            |  |                |                  |      | h 12 /2/  |             |             |                                       |                   |            |  |  |  |
| Remarks:                                      |  |                |                  |      | IQ  | (10)        |             | · · · · · · · · · · · · · · · · · · · | <del></del>       |            |  |  |  |
|   |  |                |                  |      |   |             |             |                                       |                   |            |  |  |  |
| Approv  | ed   | Purchase       | Purchase         | P    | rocurement  | 1           | M D         | Accounts -                            |                   | Accounts   |  |  |  |
| . by  |  | Officer        | Manager          |      | Manager   |             | ,           | receiver of bill                      |                   | Manager    |  |  |  |
| Sign:   |  | Suelys         | DO               | 1    |   |             | •           |                                       |                   |            |  |  |  |
| Date  | T  | 1/2/21         | 0/12             |      | <del></del>   |             |             |                                       |                   |            |  |  |  |

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/-

| Company Name: Summit Sales LLP Date: |                            |                                       |                       |  |  |             |                                       |  |  |  |
|--------------------------------------|----------------------------|---------------------------------------|-----------------------|--|--|-------------|---------------------------------------|--|--|--|
| l                                    |                            |                                       | LLP                   | Date:  |  | 25-11-21    |                                       |  |  |  |
| Site & Phase:                        |                            | Head office                           |                       | Time:  |  |             |                                       |  |  |  |
| Supplier                             |                            | <del></del>                           | _ <del></del>         |  |  |             |                                       |  |  |  |
| Mate                                 | rial required before date: | L                                     |                       | Req. No.   |  | 183308      |                                       |  |  |  |
| <del> </del> -                       | ran required before date:  |                                       |                       | ID No.   | ······································ |             |                                       |  |  |  |
| No                                   | - Descri                   | ption                                 | Size                  |  | <del></del>                            | 71669       |                                       |  |  |  |
| 1                                    | 12A Toner refilling        | · · · · · · · · · · · · · · · · · · · | Size                  | Quantity   | Units                                  | Inward No   | Date                                  |  |  |  |
| <del></del> -                        | t toner romming            |                                       |                       | 1  | No                                     |             |                                       |  |  |  |
| 2                                    |                            |                                       |                       |  |  |             |                                       |  |  |  |
| _ 3                                  |                            |                                       |                       | <del>~                                    </del> | <del></del>                            | <del></del> | · · · · · · · · · · · · · · · · · · · |  |  |  |
| 4                                    |                            |                                       |                       | <del></del>                                      |  |             |                                       |  |  |  |
| 5                                    | cr. ·                      |                                       |                       |  |  |             |                                       |  |  |  |
| 6                                    | 0.21                       |                                       |                       |  |  |             |                                       |  |  |  |
|                                      | <del></del>                |                                       |                       |  |  |             |                                       |  |  |  |
| 7                                    |                            |                                       |                       |  |  |             | <del></del>                           |  |  |  |
| 8                                    |                            |                                       |                       |  | <del>-  </del>                         | <del></del> | · · · · · · · · · · · · · · · · · · · |  |  |  |
| 9                                    |                            | <del></del>                           |                       |  | <del></del>                            |             | · · · · · · · · · · · · · · · · · · · |  |  |  |
| 10                                   |                            |                                       |                       |  | <del>- </del>                          |             |                                       |  |  |  |
| Rema                                 | orks: This is for Head Of  | fice                                  |                       |  |  |             |                                       |  |  |  |
| Prepa                                | ared By                    | V Comesi                              |                       | T  |  |             |                                       |  |  |  |
|                                      |                            | K.Suneel                              |                       | Approved by                                      |  |             |                                       |  |  |  |
| Sign.& Date                          |                            | 25-11-21                              |                       | Sign. & Date                                     |  |             |                                       |  |  |  |
| Note:                                | On receipt of material at  | site write inwar                      | rd number and date in | last 2 columns.                                  |  | L           |                                       |  |  |  |
|                                      |                            |                                       |                       |  |  |             |                                       |  |  |  |

# 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

|   |  |                | 7             | `A>                | X INV        | /OICI              | E,  |             |           |                   |          |              |  |
|---|--|----------------|---------------|--------------------|--------------|--------------------|---|-------------|-----------|-------------------|----------|--------------|--|
| Invoice No.: 2223   |  |                |               |                    |              | Transport Mode :   |   |             |           |                   |          |              |  |
| Invoice Date :25/11/2021  |  |                |               |                    |              | Vehicle Number :   |   |             |           |                   |          |              |  |
| Reverse Charge (Y/N):   |  |                |               |                    |              | Date of S          | Supply:   |             | ***       | •                 |          | ·            |  |
| State: TELANGANA Code 36  |  |                |               |                    |              |                    |   |             | -         |                   | ****     |              |  |
|   | Bill to Party  |                |               |                    |              |                    | ···   | SI          | hip to Pa | rty               | **       |              |  |
| Address: M/S. SUMMIT SALES LLP,<br>5-4-187/3&4, 2 <sup>ND</sup> FLOOR, SOHAM MANSION, MGROAD,<br>SECBAD |  |                |               |                    | •            | GATE PASS NO: 2844 |   |             |           |                   |          |              |  |
| GST: 36AC   | QFS2044C1Z7  |                |               |                    |              | GSTIN:             |   |             |           |                   |          |              |  |
| State : TELAN   | GANA   |                |               | Co<br>de           |              | State: C           |   |             |           |                   |          | Code         |  |
| Р   | roduct Description   | HSN<br>Code    | 0<br>M        | Qty.               | Rate         | Amount             | TAXABLE<br>VALUE                                  | CGS1        | Γ         | ;                 | SGST     | TOTAL        |  |
|   |  |                |               |                    | ,            |                    |   | RATE        | AMT       | RATE              | AMT      | i.           |  |
| HP 12A LASER 1  | TONER REFILLING  | 3707           |               | 01                 | 230.00       | 230.00             | 41.40   | 9%          | 20.70     | 9%                | 20.70    | 271.40       |  |
|   |  |                |               |                    |              |                    |   |             |           |                   |          |              |  |
|   |  |                |               | }                  |              |                    |   |             |           |                   |          |              |  |
|   |  |                | تكريات        |                    |              |                    |   |             |           |                   |          |              |  |
|   | INWAR  |                |               |                    |              |                    |   |             |           |                   |          |              |  |
|   | Inward No: 597 I   | 1:25/11        | 1/1           |                    |              |                    |   |             |           | <b>-</b>          |          | <del> </del> |  |
|   | Annual and the second |                |               | ĦI                 |              |                    |   |             |           |                   |          | /            |  |
|   | Received E   | Sion:          | *             | 71                 | }            |                    |   |             |           |                   |          |              |  |
|   | Lorman mts   | ~ <del>-</del> | 力             | 川                  |              |                    |   |             |           |                   | 1        | <del> </del> |  |
|   | Jones 1947   | RITIES         |               |                    |              |                    |   |             |           | 1                 |          |              |  |
|   |  |                | -             | ٤                  |              |                    |   |             |           |                   |          |              |  |
|   |  | <del></del>    |               |                    | <del> </del> | <u> </u>           |   | <del></del> |           | -                 |          |              |  |
|   |  |                |               |                    |              |                    |   |             |           |                   | ]        |              |  |
|   |  |                |               |                    |              |                    |   |             |           |                   |          |              |  |
|   |  |                |               |                    |              |                    |   |             |           |                   |          |              |  |
|   |  |                | 1             | 1                  | 1            | 230.00             | 41.40   |             |           | 1                 |          | 271.40       |  |
| RS . TWO HI   | UNDRED SEVENTY ONE AN  | ND EORTV       | PAT           | SE ON              | LV           |                    |   |             |           |                   |          | 230.00       |  |
| (RS. 271.40)  | AND VALLET A VIND DE   | UNII           | * * * * * * * | 014 مادن<br>سنو در | سه<br>سنتنس  | ADD :CGST 9%       |   |             |           |                   | 20.70    |              |  |
| SALES WARD  |  |                |               |                    | ALES         | ADD: SGST 9%       |   |             |           |                   | 20.70    |              |  |
|   |  |                |               |                    |              |                    | Total Amount After Tax                            |             |           |                   |          | 271.40       |  |
|   |  |                | (5)           | US)                | رسان وو      | .]*                |   |             | (3        | DW                |          |              |  |
| Bank Name   | Bank Details<br>: INDIAN BANk  |                | 1/4           | ***                | Minne.       | 6//                | Certified that the particulars given above one to |             |           |                   | 11 11    | and correct  |  |
|   |  | _              |               | 水                  | 1B.          | //                 |   |             | For VI    | MID W             | aRUD     |              |  |
| Branch  | : Narayanguda Branch   | _              | (             |                    | •            |                    | ,   |             | 113       | <b>W</b>          |          |              |  |
| Bank A/C  | : 406746378  |                |               |                    |              |                    |   |             | Author    | Vanad<br>ized Sie | tieffory |              |  |
| Bank IFSC : IDIB000N015 Common Seal   |  |                |               |                    |              |                    |   |             | AGGIOI    |                   | aracoi y |              |  |

#### Purchase Order

| Page | (s) | 7 | Ωf | ī |
|------|-----|---|----|---|

01-12-2021 14:46:52

Original / Office Copy / Purchase Div.Copy

183308

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.

**Doc Date** 

Doc No

25-11-2021 Nil

**Quote No** 

**Quote Date** 25-11-2021

83175

SupplyType Supply

GSTIN 36AVTPS1528D1ZB

6682-3161/6682-3171

92462-15868

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 |
| Rupees: Two Hundred Seventy One and Paise Fourty Only.           |   |      | Total O | der Valu | е     | 271.40 |

#### 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

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 HO Purpose.

**Completion Date** 

Nil

Measurment

Nil Nil

Security Remarks

For Summit Sales LLP

**Authorised Signatory** 

Accepted the above Terms And Conditions For Vivid World

| Name :   |        |          |  |
|--|--------|----------|--|
| THE THE TAX AND TH | Name : | Date · / |  |