

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 11/12/2021		Prepared by: <i>Silkevan</i>	
PO/WO no.: 83513		PO / WO Date: 18/11/2021	
Supplier Name: VIVID WORLD		PO/WO amount: 221	
Firm/Company: SLLP		Project: HO	
Sl. No.	Bill No.	Bill Date	Bill amount
1	2213	18/11/2021	221
2			
3			
4			
Amount A - Bills total (Excluding Transport & Hamali Charges):			221
Sl. No.	DC No.	DC. Date	MRN No.
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:			221
Amount E - PO / WO value:			221
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. <u>1/-</u> ☒ No	
Payment - due date		20/12/2021	
Remarks: final bill			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign: <i>[Signature]</i>			14 DEC 2021
Date: 11/12/21			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/-

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

Invoice No. : 2213			Transport Mode :
Invoice Date :18/11/2021			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

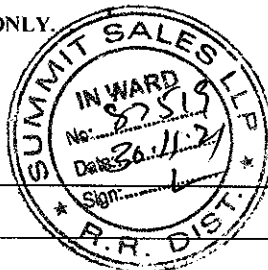
Ship to Party
GATE PASS NO: 2837

GSTIN :

State :	Code
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INWARD	
Inward No: 574	Dr: 18/11/2
MRN No:	Dr:
Received By: <i>[Signature]</i>	Sign: <i>[Signature]</i>
MODI PROPERTIES	

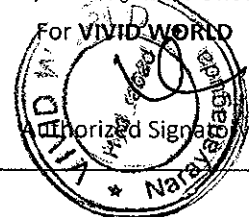
(RS.271.40)



ADD :CGST 9%	20.70
ADD: SGST 9%	20.70
Total Amount After Tax	271.40

Common Seal

Certified that the particulars given above are true and correct



Purchase Order

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10-12-2021 16:25:28

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	Doc No	83513	183322
204, Kubera Towers, Narayanaguda, Hyderabad.	Doc Date	18-11-2021	
GSTIN 36AVTPS1528D1ZB	Quote No	Nil	
6682-3161/ 6682-3171	Quote Date	18-11-2021	
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 HP 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	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

1539

Company Name:		Summit Sales LLP		Date:		18-11-2021	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.			
Material required before date:				ID No.		183322 71960	
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A toner refilling		1	No			
2							
3							
4							
5							
6	83513						
7							
8							
9							
10							
Remarks: This is for Head Office							
Prepared By		Suneel		Approved by			
Sign. & Date		18-11-2021		Sign. & Date			

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