PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	13/12/2021	Prepared by:	Sai kiran
PO/WO no.	83493	PO / WO Date.	4/12/2021
Supplier Name	VIVID WORLD	PO/WO amount	1853
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	2230	4/12/2021	1853
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1853

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:	1853
Amount E – PO / WO value:	1853
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	20/12/2021

Remarks: final bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sai kiran						
Date	13/12/2021						

APPROVED
14 DEC 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. : 2230			Transport Mode :
Invoice Date :04/12/2021			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 , 2ND FLOOR, SOHAM MANSION, MG ROAD, SECBAD.			
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		04	230.00	920.00	165.60	9%	82.80	9%	82.80	1085.6
HP 12A LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.5
RICOH LASER TONER REFILLING	3707		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.5
					1570.00	282.60					1852

RS . ONE THOUSAND EIGHT HUNDRED FIFTY TWO AND SIXTY PAISE ONLY.

(RS.1852.60)

	1570
ADD :CGST 9%	141.3
ADD: SGST 9%	141.3
Total Amount After Tax	1852

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

 10-12-2021 14:54:52

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	83493	169255
Doc Date	04-12-2021	
Quote No	Nil	
Quote Date	04-12-2021	
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 *HP 12A*	4.00	230.00	0.00	18.00	1,085.60
2	3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
3	3523 - Computers and Peripherals - Toner refill - NA - nos *Ricoh*	1.00	325.00	0.00	18.00	383.50
					Total Order Value . . .	**1,852.60**

Rupees : One Thousand Eight Hundred Fifty Two and Paise Sixty 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	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 : __/__/____

1539

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	04-12-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169255
Material required before date:		ID No.	71955

S.No	Description	Size	Quantity	Units	Inward No	Date
1	HP Laser 12A Toner Refilling		4	Nos		
2	HP Laser 12A Toner Drum	83493	1	Nos		
3	Ricoh Laser Toner Refilling		1	Nos		

Remarks: For site use purpose

Prepared By	Bhavani		
Sign.& Date	04-12-2021	Sign. & Date	

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