PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	23/12/21	Prepared by:	Monika
PO/WO no.	83825	PO / WO Date.	22/12/21
Supplier Name	Vivid world	PO/WO amount	1,162.30/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	2236	22/12/21	1162.30/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1162.30/-

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:				1162/-
Amount E – PO / WO value:				1162/-
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	27/12/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Monish		APPROVED 27 DEC 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date							

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. : 2236			Transport Mode :
Invoice Date :22/12/2021			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 RD, SECBAD.			
GST: 36ACQFS2044C1Z7			GSTIN :
State : TELANGANA	Code		State :	Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
HP 12A LASER TONER REFILLING	3707		02	230.00	460.00	82.80	9%	41.40	9%	41.40	542.80
HP 12A LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
RICOH LASER TONER CHIP	8443		01	200.00	200.00	36.00	9%	18.00	9%	18.00	236.00
					985.00	177.30					1162.30

RS. ONE THOUSAND ONE HUNDRED SIXTY TWO AND THIRTY PAISE ONLY.

(RS.1162.30)

	985.00
ADD :CGST 9%	88.65
ADD: SGST 9%	88.65
Total Amount After Tax	1162.30

SUMMIT SALES LLP R.R. DIST. IN WARD No: 8832 Date: 23/12 Sign:

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

 22-12-2021 12:51:42

83825

5:35:00

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**	83825	169286
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	22-12-2021	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	22-12-2021	
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	2.00	230.00	0.00	18.00	542.80
2	3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
3	3530 - Computers and Peripherals - Toner Magnet - Other - nos *Ricoh laser tonner Chip*	1.00	200.00	0.00	18.00	236.00
				Total Order Value . . .		**1,162.30**

Rupees : One Thousand One Hundred Sixty Two and Paise Thirty 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

27/12/2021

Name :

Accepted the above Terms And Conditions

For ***Vivid World***

Name :

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	22-12-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169286
Material required before date:		ID No.	72281

S.No	Description	Size	Quantity	Units	Inward No	Date
1	HP 12A Laser Toner Refilling		2	nos		
2	HP 12A Laser Toner Drum	83825	1	nos		
3	Ricoh laser toner chip		1	nos		

Remarks: For Site Use purpose			
Prepared By	Vanajakshi		
Sign.& Date	22-12-2021	Sign. & Date	

APPROVED
27 DEC 2021
MINDSHIP PARIKH
MANAGER PROCUREMENT

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