

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		23/12/21		Prepared by:		Sneha	
PO/WO no.		83878		PO / WO Date.		22/12/21	
Supplier Name		Vivid world		PO/WO amount		660.80/-	
Firm/Company		Summit Sales Up		Project		H.O	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	2238	22/12/21		660.80/-			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						660.80/-	
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:						660.80/-	
Amount E – PO / WO value:						660.80/-	
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	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha						
Date	23/12/21						

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. : 2238			Transport Mode :
Invoice Date :22/12/2021			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Ship to Party

GATE PASS NO:6608

GSTIN :

State : TELANGANA	Co de	State :	Code
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[illegible]

ADD :CGST 9%	50.40
ADD: SGST 9%	50.40
Total Amount After Tax	660.80

Bank Details			Certified that the particulars given above are true and correct For VIVID WORLD  Authorized Signatory
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

Page(s) 1 Of 1

23-12-2021 15:00:07



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
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

Doc No	83878	183339
Doc Date	22-12-2021	
Quote No	Nil	
Quote Date	22-12-2021	
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	2.00	230.00	0.00	18.00	542.80
2 3530 - Computers and Peripherals - Toner Magnet - Other - nos Blade	1.00	100.00	0.00	18.00	118.00
Total Order Value . . .					660.80

Rupees : Six Hundred Sixty and Paise Eighty 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

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 :		Head Office		Time:			
Supplier				Req. No.		183339	
Material required before date:					ID No.		72319

No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner refilling		2	No		
2	12A toner blade		1	No		
3						
4						
5						
6						
7						
8						
9						
10						

83878

APPROVED

27 DEC 2021

MINISH PARIKH
MANAGER PROCUREMENT

Remarks: This is for Head Office

Prepared By	Suneel	Approved by	
Sign.& Date	22-12-2021	Sign. & Date	

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