PURCHASE DIVISION

~~Advice for approval for credit to supplier~~

Date:	03/01/22	Prepared by:	Janaki
PO/WO no.	84164	PO / WO Date.	17/12/21
Supplier Name	M/s. vivid world	PO/WO amount	654/-
Firm/Company	Summit Sales LLP	Project	Summit housing LLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	2234	17/12/21	654/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			654/-

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:	654/-
Amount E – PO / WO value:	654/-
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	10/01/22
Remarks: Final Bill	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Janaki	[signature]					
Date	03/01/22	4/1/22					

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. : 2234			Transport Mode :
Invoice Date :17/12/2021			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 RATE	CGST AMT	SGST RATE	SGST AMT	TOTAL
HP 12A LASER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
HP 12A LASER TONER DRUM	8443		01	325.00	325.00	58.50	9%	29.25	9%	29.25	383.50
					555.00	99.90					654.90

RS. SIX HUNDRED FIFTY FOUR AND NINTY PAISE ONLY

(RS.654.90)

	555.00
ADD :CGST 9%	49.95
ADD: SGST 9%	49.95
Total Amount After Tax	654.90

SUMMIT SALES LLP * R.R. DIST. *
IN WARD
No: 89155
Date: 3/01/22
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

VIVID WORLD Hyd Narayanguda
For VIVID WORLD

Authorized Signatory

 03-01-2022 15:22:39

Purchase Order

84164

5:44:07

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	84164	169333
Doc Date	17-12-2021	
Quote No	Nil	
Quote Date	17-12-2021	
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 *HP12A*	1.00	230.00	0.00	18.00	271.40
2	3522 - Computers and Peripherals - Toner drum - NA - nos *HP12A*	1.00	325.00	0.00	18.00	383.50
					Total Order Value . . .	**654.90**

Rupees : Six Hundred Fifty Four and Paise Ninty 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***

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	17.12.2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00 AM
Supplier		Req. No.	169333
Material required before date:		ID No.	72599

S.No	Description	Size	Quantity	Units	Inward No	Date
1	HP Laser Jet Cartridge refilling	HP-12A	01	Nos		
2	HP Laser Jet Cartridge drum 84164	HP-12A	01	Nos		

Remarks: For SSLLP Site office purpose

Prepared By	Vanajakshi		
Sign.& Date	17.12.2021	Sign. & Date	

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