1084

PURCHASE DIVISION
Advice for approval for credit to supplier

(b)

Date:	12/1/22	Prepared by:	Sneha
PO/WO no.	84487	PO / WO Date.	7/1/22
Supplier Name	Vivid world	PO/WO amount	271.40/-
Firm/Company	Summit Sales llp	Project	H.O
Sl. No.	Bill No.	Bill Date	Bill amount
1	2251	8/1/22	271.40/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			271.40/-

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:	271.40/-
Amount E – PO / WO value:	271.40/-
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	17/1/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha	APPROVED					
Date	12/1/22	14 JAN 2022					

P. PRABHAKAR
Sr. MANAGER

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. : 2251			Transport Mode :
Invoice Date :08/01/2022			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, 5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MG ROAD, SECBAD.		GATE PASS NO:6620	
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
					230.00	41.40					271.40

INWARD
Inward No: 699 Dt: 08/01/22
MRN No:
Received By: Samarsiti
Sign:
MODI PROPERTIES

RS. TWO HUNDRED SEVENTY ONE AND FORTY PAISE ONLY

(RS.271.40)

	230.00
ADD :CGST 9%	20.70
ADD: SGST 9%	20.70
Total Amount After Tax	271.40

Bank Details	
Bank Name	: INDIAN BANk
Branch	: Narayanguda Branch
Bank A/C	: 406746378
Bank IFSC	: IDIB000N015

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 59582 Date: 12/01 Sign:

Common Seal

Certified that the particulars given above are true and correct

For VIVID WORLD

Authorized Signatory

Purchase Order

 12-01-2022 14:36:40

84487
08.01.22 11:42:54

iv.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**	84487	183364
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	07-01-2022	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	07-01-2022	
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	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

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 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

Company Name:	Summit Sales LLP	Date:	07-01-2022
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	183364
Material required before date:		ID No.	72869

No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner refilling		1	No		
2						
3						
4	84487					
5						
6						
7						
8						
9						
10						

Remarks: This is for Head OFfice

APPROVED
14 JAN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

Prepared By	Suneel	Approved by	
Sign.& Date	07-01-2022	Sign. & Date	

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