

1097

PURCHASE DIVISION
Advice for approval for credit to supplier

⑥

Date:	14/1/22		Prepared by:	Sueha			
PO/WO no.	84491		PO / WO Date.	8/1/22			
Supplier Name	Summit Wild world		PO/WO amount	542.80/-			
Firm/Company	Summit Sales llp		Project	H.O			
Sl. No.	Bill No.	Bill Date	Bill amount				
1	2246	7/1/22	542.80/-				
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):			542.80/-				
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:			542.80/-				
Amount E – PO / WO value:			542.80/-				
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		17/1/22					
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign: Sueha							
Date	APPROVED 14 JAN 2022						

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. : 2246			Transport Mode :		
Invoice Date :07/01/2022			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, 2 ND FLOOR, SOHAM MANSION, MG ROAD, SECBAD.			GATE PASS NO:6618		

GSTIN :

State :

[illegible]

INWARD	
Inward No: 699	Dt: 07/11/22
MRN No:	Dt:
Received By: Jamaroon	Sign: 
MODI PROPERTIES	

(RS.542.80)

ADD :CGST 9%	41.40
ADD: SGST 9%	41.40
Total Amount After Tax	542.80

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

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12-01-2022 14:36:40

Or



08.01.22 11:42:54

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	84491	183368
Doc Date	08-01-2022	
Quote No	Nil	
Quote Date	08-01-2022	
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
Total Order Value . . .					542.80
Rupees : Five Hundred Fourty Two 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

Accepted the above Terms And Conditions

For **Vivid World**

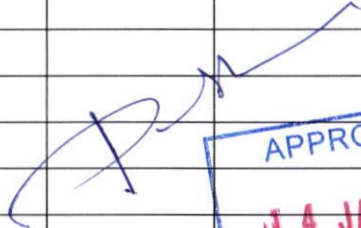
Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Summit Sales LLP		Date:		08-01-2022		
Site & Phase :		Head Office		Time:				
Supplier				Req. No.		183368		
Material required before date:					ID No.			72886
No	Description	Size	Quantity	Units	Inward No	Date		
1	12A toner refilling		1	No				
2								
3								
4	84491							
5								
6								
7								
8								
9								
10								
Remarks: This is for Head Office								
Prepared By		Suneel		Approved by				
Sign.& Date		07-01-2022		Sign. & Date				


APPROVED
14 JAN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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