PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	29/01/22	Prepared by	Vanajakshi	Serial no.	01206
Supplier name	Vivid world			HO inward no.	
Firm/Company	SSLLP	Project	Head office	HO received date	
PO/WO date	19/01/22	PO/WO No.	84917	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2256	19/01/22	1,050.20/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,050.20/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:		Proof of delivery matches MRN	☐ 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:	1,050.20/-
Amount E – PO / WO value:	1,050.20/-
Amount F – Difference (A – E):	–
Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Part received
Close PO / WO	☑ Yes ☐ No – wait for balance material ☐ Other
Payment – due date	7/02/22
Remarks:	final Bill.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	[signature]				
Date	29/01/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

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. : 2256			Transport Mode :
Invoice Date :19/01/2022			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 RD, SECBAD.			GATE PASS NO: 6626
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 88A LASER TONER REFILLING	3707		02	230.00	460.00	82.80	9%	41.40	9%	41.40	542.80
HP 12 ALSER TONER MAGNET	8443		01	100.00	100.00	18.00	9%	9.00	9%	9.00	118.00
HP 88A LASER TONER BLADE	8443		01	100.00	100.00	18.00	9%	9.00	9%	9.00	118.00
					890.00	160.20					1050.20

INWARD
Inward No: 720 Dt: 19/1/22
... No: Dt:
Received By: [signature] Sign: [signature]
MODI PROPERTIES

RS. ONE THOUSAND FIFTY AND TWENTY ONLY..

(RS.1050.20)

SUMMIT SALES LLP — INWARD No: 89579 Date: 20/01 Sign: — R.R. DIST.

	890.00
ADD :CGST 9%	80.10
ADD: SGST 9%	80.10
Total Amount After Tax	1050.20

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

 28-01-2022 10:56:39

84917
08.01.22 12:01:49

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**	84917 183383
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	19-01-2022
	Quote No	Nil
GSTIN 36AVTPS1528D1ZB	**Quote Date**	19-01-2022
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 *HP12A*	1.00	230.00	0.00	18.00	271.40
2	3523 - Computers and Peripherals - Toner refill - NA - nos *HP 88A*	2.00	230.00	0.00	18.00	542.80
3	3530 - Computers and Peripherals - Toner Magnet - Other - nos	1.00	100.00	0.00	18.00	118.00
4	3522 - Computers and Peripherals - Toner drum - NA - nos *HP 88A tonner Blade*	1.00	100.00	0.00	18.00	118.00
				Total Order Value . . .		**1,050.20**

Rupees : One Thousand Fifty and Paise Twenty 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 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

29/01/2022

Name :

Accepted the above Terms And Conditions

For *Vivid World*

Name :

Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP	Date:	19-01-2022
Site & Phase :	HO	Time:	
Supplier		Req. No.	183383
Material required before date:		ID No.	73131

No	Description	Size	Quantity	Units	Inward No	Date
1	12A Toner Refilling		1	No		
2	88A Toner Refilling		2	Nos		
3	12A Toner magnet 84917		1	No		
4	88A Toner Blade		1	No		
5						
6						
7						
8						
9						
10						

Remarks: This is for site purpose

Prepared By	K.Suneel	Approved by	
Sign.& Date	19-01-2022	Sign. & Date	

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

APPROVED
2 0 JAN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

Requisition Form

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Prepared By		Approved by	
Sign.& Date		Sign. & Date	

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