PURCHASE DIVISION
Advice for approval for credit to supplier

Date.	1/2/22	Prepared by	Monika	Serial no.	209
Supplier name	Vivid world			HO inward no.	
Firm/Company	SSHLP	Project	HO	HO received date	
PO/WO date	28/1/22	PO/WO No.	85035	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2259	22/1/22	542.80/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	543/-
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:	543/-
Amount E – PO / WO value:	543/-
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	7/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monika	Prabhak			
Sign:	Monika	[signature]			
Date	1/2/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
15 DEC 2021
FEB 2022

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. : 2259	Transport Mode :
Invoice Date :22/01/2022	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, 5-4-187/374, 2ND FLOOR , SOHAM MANSION, MG ROAD, SECBAD.	GATE PASS NO:6627
GST: 36ACQFS2044C1Z7	GSTIN :
State : TELANGANA Code	State : Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
HP 12A LASER TONER REFILLING	3707		02	230.00	460.00	82.80	9%	41.40	9%	41.40	542.80
					460.00	82.80					542.80

INWARD
Inward No: 724 Dt: 22/01/22
MRN No: Dt:
Received By: Somaraju Sign:
MODI PROPERTIES

RS. FIVE HUNDRED FORTY TWO AND EIGHTY PAISE ONLY.

(RS.542.80)

SUMMIT SALES LLP
IN WARD
No: 90291
Date: 01/02
Sign:
R.R. DIST.

	460.00
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

 01-02-2022 10:56:33 O

85035
31.01.22 4:50:16

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**	85035	183387
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	22-01-2022	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	22-01-2022	
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*	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
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

Name : ____________

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ____________ Date : __/__/____

Requisition Form

Company Name:	Summit Sales LLP	Date:	22-01-2022
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	183387
Material required before date:		ID No.	73354

No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner refilling		2	No		
2						
3						
4						
5	85035					
6						
7						
8						
9						
10						

Remarks: This is for Head OFfice

APPROVED

01 FEB 2022

Prepared By	Suneel	Approved by	
Sign.& Date	22-01-2022	Sign. & Date	

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