

PURCHASE DIVISION
Advice for approval for credit to supplier

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Date: 25/2/22		Prepared by: <i>Glenn</i>		Serial no.: 00-2413	
Supplier name: <i>vivid world</i>				HO inward no.	
Firm/Company: <i>SSHP</i>		Project: <i>HO</i>		HO received date	
PO/WO date: 21/2/22		PO/WO No.: 85881		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	2274	21/2/22	6551-	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				6551-	
Proof of delivery by way of: <input checked="" type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.:	104201		Proof of delivery matches MRN	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B - Other Credits : Transportation charges				-	
Amount C - Other Debits :				-	
Amount D (D=A+B-C) - Amount to be credited to the supplier:				6551-	
Amount E - PO / WO value.				6551-	
Amount F - Difference (A - E):				-	
Quantity received as per PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> Other			
Payment - due date		7/3/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	<i>Glenn</i>	<i>[Signature]</i>			
Sign:	<i>[Signature]</i>	25 FEB 2022			
Date	25/2/22				
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 weightment 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.

Purchase Order

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25-02-2022 11:14:10



85881

14.02.22 2:36:59

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	85881	183414
Doc Date	21-02-2022	
Quote No	Nil	
Quote Date	21-02-2022	
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 HP 12A	1.00	230.00	0.00	18.00	271.40
2 3522 - Computers and Peripherals - Toner drum - NA - nos HP 12A	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 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 Ramakrishna 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 : __/__/__

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. : 2274	Transport Mode :
Invoice Date :21/02/2022	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:6641

GST: 36ACQFS2044C1Z7

GSTIN :

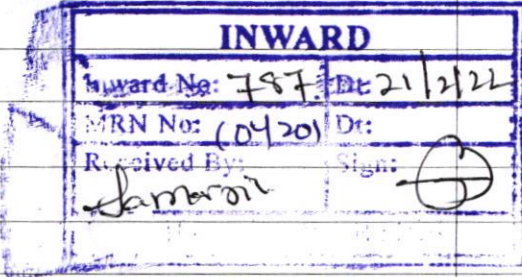
State : TELANGANA

Co
de

State :

Code

Product Description	HSN Code	U O M	Qty	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
HP12A 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)

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

Bank Details

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

Common Seal

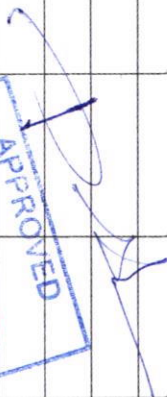
Certified that the particulars given above are true and correct

For VIVID WORLD

Authorized Signatory

Requisition Form

Company Name:		Summit Sales LLP		Date:		21-02-2022	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		183444	
Material required before date:				ID No.		74092	
No	*Description	Size	Quantity	Units	Inward No	Date	
1	12A Toner refilling		1	No			
2	12A toner drum		1	No			
3							
4							
5	85881						
6							
7							
8							
9							
10							
Remarks: This is for Head Office Ramakrishna							
Prepared By		Suneel		Approved by			
Sign. & Date		21-02-2022		Sign. & Date			


APPROVED

25 FEB 2022
 P. PRASANTHAKAR
 Sr. Manager PURCHASE

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