PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	1/3/22	Prepared by	Manoj	Serial no.	2580
Supplier name	Vivid world			HO inward no.	
Firm/Company	SSHLP	Project	SHHLP	HO received date	
PO/WO date	25/2/22	PO/WO No.	86011	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2277	25/2/22	2124/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2124/-

Proof of delivery by way of ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	104363	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:	2124/-
Amount E – PO / WO value:	2124/-
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	7/3/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj				
Sign:	Manoj				
Date	1/3/22				
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. : 2277			Transport Mode :
Invoice Date :25/02/2022			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(CHERLAPALLY SITE), 5-4-187/3&4, 2ND FLOOR, SOHAM MANSION , MG ROAD,SECBAD.	
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		05	230.00	1150.00	207.00	9%	103.50	9%	103.50	1357.00
HP 12A LASER TONER DRUMS	8443		02	325.00	650.00	117.00	9%	58.50	9%	58.50	767.00
					1800.00	324.00					2124.00

SUMMIT SALES LLP
IN WARD
No: 91760
Date: 1/3/22
Sign:
R.R. DIST.

RS. TWO THOUSAND ONE HUNDRED AND TWENTY FOUR ONLY...

(RS.2124.00)

	1800.00
ADD CGST 9%	162.00
ADD SGST 9%	162.00
Total Amount After Tax	2124.00

INWARD
Inward No: 17787 Dt: 1/3/22
MRN No: 104363 Dt:
Received By: Sign:
SUMMIT SALES LLP

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

VIVID WORLD Narayanaguda

Purchase Order

 01-03-2022 14:29:50

py

86011
28.02.22 2:52:27

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**	86011	169514
204, Kubera Towers, Narayanaguda, Hyderabad.	**Doc Date**	25-02-2022	
	Quote No	Nil	
GSTIN 36AVTPS1528D1ZB	**Quote Date**	25-02-2022	
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	5.00	230.00	0.00	18.00	1,357.00
2	3522 - Computers and Peripherals - Toner drum - NA - nos	2.00	325.00	0.00	18.00	767.00
				Total Order Value . . .		**2,124.00**

Rupees : Two Thousand One Hundred Twenty Four 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	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
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

01/03/2022

Name : ____________

Accepted the above Terms And Conditions

For ***Vivid World***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	24.02.2022
Site & Phase :	SSHLP	Time:	1:00
Supplier		Req.No.	169514
Material required before date:		ID No.	74116

No	Description	Size	Quantity	Units	Inward No	Date
1	Catriege refilling		5	Nos		
2	Catriege drum		2	Nos		

Remarks: For SSLLP site office purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	24.02..2022	Sign. & Date	

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

01 MAR 20