PURCHASE DIVISION
Advice for approval for credit to supplier

E

| | | | | | |
|---|---|---|---|---|---|
| Date: | 17/3/22 | Prepared by | Monisha | Serial no. | 2221 |
| Supplier name | Vivid world | | | HO inward no | |
| Firm/Company | SSLLP | Project | Ho | HO received date | |
| PO/WO date | 11/3/22 | PO/WO No. | 86460 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 2288 | 11/3/22 | 660.80/- | □ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 660.80/- |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |

| | | | |
|---|---|---|---|
| MRN nos | 104981 | 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: | 661/- |
| Amount E – PO / WO value: | 661/- |
| 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 | 21/3/22 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Monisha | | | | - |
| Sign: | Monisha | | | | |
| Date | 17/3/22 | | | | |
| 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. : 2288 | Transport Mode : |
| Invoice Date :11/03/2022 | 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,<br>5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MG RD, 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 / 88A LASER TONER REFILLING | 3707 | | 02 | 230.00 | 460.00 | 82.80 | 9% | 41.40 | 9% | 41.40 | 542.80 |
| HP 12A LASER TONER BLADE | 8443 | | 01 | 100.00 | 100.00 | 18.00 | 9% | 9.00 | 9% | 9.00 | 118.00 |
| | | | | | 560.00 | 100.80 | | | | | 660.80 |

INWARD
Inward No: 823 Dt: 11/03/22
MRN No: 10498 Dt:
Received By: Sahoo
Sign:
MODI PROPERTIES

**RS. SIX HUNDRED SIXTY AND EIGHTY PAISE ONLY...**

**(RS.660.80)**

| | |
|---|---|
| | 560.00 |
| ADD :CGST 9% | 50.40 |
| ADD: SGST 9% | 50.40 |
| Total Amount After Tax | 660.80 |

SUMMIT SALES LLP R.R. DIST. INWARD No: 92284 Date: 15/3 Sign:

| Bank Details | |
|---|---|
| Bank Name | : INDIAN BANk |
| Branch | : Narayanguda Branch |
| Bank A/C | : 406746378 |
| Bank IFSC | : IDIB000N015 |

A. Pandurangi
11-03-2022

Common Seal

Certified that the particulars given above are true and correct

For **VIVID WORLD**

Authorized Signatory

SUMMIT SALES LLP R.R. DIST. INWARD No: 92284 Date: 15/3 Sign:

# Purchase Order

 16-03-2022 16:14:44

86460
28.02.22 2:52:30

Copy

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** | 86460 | 183443 |
| **Doc Date** | 11-03-2022 | |
| **Quote No** | Nil | |
| **Quote Date** | 11-03-2022 | |
| **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<br>*12A HP* | 2.00 | 230.00 | 0.00 | 18.00 | 542.80 |
| 2 | 3530 - Computers and Peripherals - Toner Magnet - Other - nos<br>*12A Blade* | 1.00 | 100.00 | 0.00 | 18.00 | 118.00 |
| | Rupees : Six Hundred Sixty and Paise Eighty Only. | | | | **Total Order Value . . .** | **660.80** |

__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<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>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 Head 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

Name :

Accepted the above Terms And Conditions

For ***Vivid World***

Name :

Date : __/__/____

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Summit Sales LLP | Date: | 11-03-2022 |
| Site & Phase : | HO | Time: | |
| Supplier | | Req. No. | 183443 |
| Material required before date: | | ID No. | 74652 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | 12A toner refilling | | 2 | No | | |
| 2 | 12A toner Blade | | 1 | No | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | 86460 | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

Remarks: This is for HO

APPROVED
15 MAR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

| | | | |
|---|---|---|---|
| Prepared By | K.Suneel | Approved by | |
| Sign.& Date | 11-03-2022 | Sign. & Date | |

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