PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	05/04/2022	Prepared by	MINISH	Serial no.	2808
Supplier name	Saya Sunder Surender Gunny Merchant			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	01/04/2022	PO/WO No.	86979.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	422.	04/04/2022	16,800/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		16,800/-	
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	105729.	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:			16,800/-
Amount E – PO / WO value:			16,800/-
Amount F – Difference (A – E):			NIL.
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	100% Advance Paid - Rs/- 16,800/-		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		05 APR 2022			
Date		MINISH PARIKH MANAGER PROCUREMENT			
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.

GST No : 36BERPS5253MIZM

TAX INVOICE
BILL OF SUPPLY
CASH / CREDIT BILL

Cell : 9347580520

SAYA SURENDER GUNNY MERCHANT

Dealers in : **Old, New, pp Woven Bags & Plastic Gunny Bags**

5-2-802, Risala Abdulla, Osmangunj , HYDERABAD- 500 012. (T.S.)

Buyer
M/s Summit Sales LLP
Secunderabad.
State Telangana. State Code 36
GST/UID No: 36ACQFS2044C1Z7

No. 422

Date : 04/4/2022

Delivery Address
State State Code
GST/UID No.:

PO No. & Order Through 86979

Vehicle No/ Transport TS10UA9758

S.No	PARTICULARS	HSN CODE	QUANITY	RATE	AMOUNT Rs.	Ps.
1	Old Empty Gunny Bo	6305	1000	16/-	16000 -	-
				Hamali		
				CGST @	400 -	-
				SGST @	400 -	-
				IGST @		
				TOTAL AMOUNT	16800 -	-

SUMMIT SALES LLP R.R. DIST
INWARD
No: 92975
Date: 5/4/22
Sign:

INWARD
...d No: 17979 Dt: 4/4/22
...N No: 105729 Dt: 5/4/22
...eceived By: Sign:
SUMMIT SALES LLP

Amount in Words :

TERMS & CONDITIONS :
Goods once sold will not be taken back
Interest will be charged @ 24% per annum if payment is not made on or before 15 days
Our responsibility ceases on the delivery of the goods to the carries.
Subject to Hyderabad Jurisdiction only.

For. SAYA SURENDER GUNNY MERCHANT

Customer's Signature

Purchase Order

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86979
16.03.22 2:13:38

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Saya Surendar Gunny Merchant	**Doc No**	86979	169640
#5-2-802, Beside Kishan Gunj Nala, Osmangunjh, Hyderabad-500 012.	**Doc Date**	01-04-2022	
	Quote No	NIL	
GSTIN 36BERPS5253MIZM	**Quote Date**	01-04-2022	
24605466 9347005466	**SupplyType**	Supply	

Kind Attn : Mr.S.Sunrendar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4034 - Consumables - Gunny Bag - other - nos	1,000.00	16.00	0.00	5.00	16,800.00
			Total Order Value . . .			**16,800.00**

Rupees : Sixteen Thousand Eight Hundred Only.

Terms and Conditions :-

Specification /	Each bag spprox.1.5mtrs length,2ft width,100kgs capacity,1 bag approx.wt.1 Kg.
Payment Terms	100% as advance
Tax	VAT included in above price.
Delivery Date	Next day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Included by us.
Warranty	Nil
Advance Paid	Rs 16800/- ....vide cheq.no... dtd........
Other Terms	We reserve the right items not confirming to qlty & specs.Above order for Stock maintain 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 deli vary /DC can be sent by email.

For *Summit Sales LLP*

Authorised Signatory

01/04/2022

Name :

Accepted the above Terms And Conditions

For *Saya Surendar Gunny Merchant*

Name :

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	31.03.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169640
Material required before date:		ID No.	75214

No	Description	Size	Quantity	Units	Inward No	Date
1	Gunny bags 86979		1000	Bags		

Prepared By	Vanajakshi	Approved by	APPROVED BY
Sign.& Date	31.03..2022	Sign. & Date	01 APR 2022 SOHAM MODI MANAGING DIRECTOR

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