

PURCHASE DIVISION
Advice for approval for credit to supplier

Date	07/05/2022	Prepared by	MINISH,	Serial no.	3819
Supplier name	Sanya Suxender Gummy Merchant			HO inward no.	
Firm/Company	SJLLP.	Project	SJLLP.	HO received date	
PO/WO date	21/04/2022	PO/WO No.	87598.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	428.	27/04/2022	8,400/-	<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): **8,400/-**

Proof of delivery by way of: DC's/bill Steel report RMC pour report Solid block report Installation report

MRN nos.:	106831	Proof of delivery matches MRN	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Amount B - Other Credits : Transportation charges **-**

Amount C - Other Debits : **-**

Amount D (D=A+B-C) - Amount to be credited to the supplier: **8,400/-**

Amount E - PO / WO value: **8,400/-**

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.**

Remarks:

Approved by:	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	<div style="border: 2px solid blue; padding: 5px; text-align: center;"> APPROVED 07 MAY 2022 MINISH PARIKH MANAGER PROCUREMENT </div>				
Sign:					
Date:					
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.

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
M.G Road, Secunderabad.

State Telangana. State Code 36

GST/UID No: 36ACQFS2044C127

No. **428**

Date : 27/4/2022

Delivery Address _____

State _____ State Code _____

GST/UID No.: _____

PO No. & Order Through 587598
169695

Vehicle No/ Transport TS10UA
9758

S.No	PARTICULARS	HSN CODE	QUANTITY	RATE	AMOUNT											
					Rs.	Ps.										
①	old Empty Gunny Bgs.	6305	500 ✓	16/-	8000	00										
<table border="1" style="width: 100%;"> <tr> <th colspan="2">INWARD</th> </tr> <tr> <td>Inward No: 18110</td> <td>Di: 27/5/22</td> </tr> <tr> <td>MRN No: 106831</td> <td>Di: 27/5/22</td> </tr> <tr> <td>Received By: [Signature]</td> <td>Sign: [Signature]</td> </tr> <tr> <td colspan="2" style="text-align: center;">SUMMIT SALES LLP</td> </tr> </table>					INWARD		Inward No: 18110	Di: 27/5/22	MRN No: 106831	Di: 27/5/22	Received By: [Signature]	Sign: [Signature]	SUMMIT SALES LLP			
INWARD																
Inward No: 18110	Di: 27/5/22															
MRN No: 106831	Di: 27/5/22															
Received By: [Signature]	Sign: [Signature]															
SUMMIT SALES LLP																
Mamali																
CGST @					200	00										
SGST @					200	00										
IGST @																
TOTAL AMOUNT					8400	00										

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

[Handwritten Signature]

Customer's Signature

Telephone
254 92504122

DATE
TIME

3000 - 20

① Old English Church
2/2

3000 - 20

~~Handwritten signature~~
C. D.

Purchase Order

Page(s) 1 Of 1

21-04-2022 14:49:13



20.04.22 3:07:37

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
#5-2-802, Beside Kishan Gunj Nala, Osmangunjh, Hyderabad-500 012.

GSTIN 36BERPS5253MIZM

24605466

9347005466

Doc No	87598	169699
Doc Date	21-04-2022	
Quote No	Nil	
Quote Date	21-04-2022	
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	500.00	16.00	0.00	5.00	8,400.00
Total Order Value . . .					8,400.00

Rupees : Eight Thousand Four Hundred Only.

Terms and Conditions :-

- Specification /** Each bag sprox. 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
- Penalty For Delay** Nil
- Transportation** Included by us.
- Warranty** Nil
- Advance Paid** Rs 8,400/-vide cheq.no... dtd.....
- Other Terms** We reserve the right items not confirming to qty & 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

Name : _____

Accepted the above Terms And Conditions

For **Saya Surendar Gunny Merchant**

Name : _____


Date : ___/___/___

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	19.04.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169699
Material required before date:		ID No.	75788

No	Description	Size	Quantity	Units	Inward No	Date
1.	Acid	1liter	60	Nos		
2.	Air freshner-odonil		48	Nos		
3.	Room freshner		24	Nos		
4.	Bombay brooms	Big	50	Nos		
5.	Coconut brooms		100	Nos		
6.	Key chain rings		100	Nos		
7.	Sponges - 87599		500	Nos		
8.	Gunny bags 87598		500	Nos		
9.	Surf	500grams	30	Nos		
10.	Colin 87596	500ml	20	Nos		
11.	Bubble can	20 liters	20	Nos		

Remarks: For Stock replenishing purpose.

Prepared By	Vanajakshi	Approved by	
Sign.& Date	19.04.2022	Sign. & Date	

APPROVED BY
20 APR 2022
 SOHAM MODI
 MANAGING DIRECTOR

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