PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/8/22	Prepared by	Bhaskar	Serial no.	7121
Supplier name	Sagya Sudarshan Gunny Merchant			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	27/7/22	PO/WO No.	90439	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	448	13/8/22	16,800-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	16,800-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 110323 — 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:	16,800-00
Amount E – PO / WO value:	16,800-00
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	15/8
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Bhaskar			
Sign:		[signature]			
Date		13 AUG 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
P. PRABHAKAR
SR. MANAGER PURCHASE

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
MG Road, Secunderabad.
State Telangana. State Code 36
GST/UID No: 36ACQFS2044C1Z7

No 448

Date : 03/8/2022

Delivery Address
State State Code
GST/UID No.:

PO No. & Order Through 90439 / 170027
Vehicle No/ Transport TS10UA 9758

S.No	PARTICULARS	HSN CODE	QUANITY	RATE	AMOUNT Rs.	Ps.
1	Old Empty Gunny Bn.	6305	1000	16/-	16000	00
				Hamali		
				CGST @	400	00
				SGST @	400	00
				IGST @		
				TOTAL AMOUNT	16800	00

INWARD
Inward No: 8512 Dt: 4/8/22
MRN No: 1102,33 Dt: 5/8/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
INWARD No: 97524 Date: 6/8/22 Sign:

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

 27-07-2022 14:45:18

Purchase Order

Origi 90439
14.07.22 12:47:30

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	90439	170027
Doc Date	27-07-2022	
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	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	Inclusive of all taxes
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 16,800/- ....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

Name : ______

Accepted the above Terms And Conditions

For ***Saya Surendar Gunny Merchant***

Name : ______

Date : __/__/____

Requisition Form					
Company Name:	SSLLP	Date:	23.07.2022		
Site & Phase :	SHLLP	Time:	11..00		
Supplier:		Req. No.	170027		
Material required before date:		ID No.	78393		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No
1	CONS4717-Consumables-Acid---1Ltr-Nos	60	65	60	
2	CONS6596-Consumables-Bombay Brooms Big ----Nos	50	25	50	
3	CONS9057-Consumables-Coconut Brooms----Nos	100	321	100	
4	CONS9319-Consumables-Dust Pan-PVC---Nos	24	10	24	
5	CONS6689-Consumables-Wiper----Nos 90438	20	15	20	
6	CONS9752-Consumables-PVC Bucket----Nos	20	7	20	
7	CONS3000-Consumables-Gunny bags----Bags 90439	1000	300	1000	
8	CONS2830-Consumables-Floor cleaner --Lizol-1-lts-Nos	48	0	48	
9	CONS6703-Consumables-Colin 500 ml----Nos	20	12	20	
10	CONS8187-Consumables-Mopping Sitck----Nos	20	36	20	
Remarks:	For Stock Repleneshing Purpose.				
	Engineer	Project Manager		Purchase	
Prepared By:	Vanajakshi				
Approved By:	Prabhakar				
Sign & Date:					

APPROVED BY
25 JUL 2022
SOHAM MODI
MANAGING DIRECTOR