PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	20/09/22	Prepared by	Bashakar	Serial no.	8583
Supplier name	Saya Surendr Ganny Merchant			HO inward no.	
Firm/Company	SSLWP	Project	SHLCP	HO received date	
PO/WO date	12/9/22	PO/WO No.	91821	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	451	15/09/22	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.: 111860	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	26/09/22
Remarks:	

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

B. PRABHAKAR
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
M-G Road, Secunderabad.
State Telengana. State Code 36
GST/UID No: 36ACQFS2044C1Z7

No. 451

Date : 15/9/2022

Delivery Address
State State Code
GST/UID No.:

PO No. & Order Through 91821 / 170166

Vehicle No/ Transport TS 10 UA 9758

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

SUMMIT SALES LLP R.R. DIST
IN WARD
No: 99187
Date: 19/9/22
Sign:

INWARD
Inward No: 18700 Dt: 15/9/22
MRN No: 111860 Dt: 17/9/22
Received 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

 13-09-2022 11:25:48 AM

91821
01.09.22 11:03:47

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.	**Doc No**	91821	170166
	Doc Date	12-09-2022	
	Quote No	Nil	
GSTIN 36BERPS5253MIZM	**Quote Date**	07-09-2022	
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 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 : ____________

Name : ____________

Accepted the above Terms And Conditions

For ***Saya Surendar Gunny Merchant***

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	07.09.2022			
Site & Phase :	SHLLP	Time:	11:00			
Unit No./Block No.						
Supplier:		Req. No.	170166			
Material required before date:		ID No.	79560			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	GENE1719-General Items-Mastic Pad-Armour Board--1200Wx11800LMM-Nos 91801	24		24		
2	CONS3000-Consumables-Gunny bags----Bags 91821	1000		1000		
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	For Stock Repleneshing Purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	N.Vanajakshi					
Approved By:	Prabhakar					
Sign & Date:						

APPROVED BY
SEP 2022
SOHAM MODI
MANAGING DIRECTOR