PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	15-12-22	Prepared by	S. JaySudha	Serial no.	**11765**
Supplier name	Saya Surender Gunny Merchant			HO inward no.	
Firm/Company	SS LLP	Project	SHLLP	HO received date	
PO/WO date	6-12-22	PO/WO No.	94741	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	464	12-12-22	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.:	114999	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):	—
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	19-12-22
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
16 DEC 2022
MINISH PARIKH
MANAGER PROCUREMENT

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 Rood, Secenderabad, HYD.
State Telengama. State Code
GST/UID No: 36ACQFS2044C1Z7

No. 464

Date : 12/12/22

Delivery Address
State State Code
GST/UID No.:

PO No. & Order Through 94741 / 170517
Vehicle No/ Transport TS 10UA 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

SUMMIT SALES LLP
IN WARD
No: 102664
Date: 15/12/22
Sign:
R.R. Dist.

INWARD
Inward No. 19116 Dt: 12/12/22
MRN No: 114999 Dt: 19/12/22
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

 06-12-2022 15:01:37

94741
29.11.22 5:44:33

iv.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			
Saya Surendar Gunny Merchant #5-2-802, Beside Kishan Gunj Nala, Osmangunjh, Hyderabad-500 012.	**Doc No**	94741	170517
	Doc Date	06-12-2022	
	Quote No	nil	
GSTIN 36BERPS5253MIZM	**Quote Date**	03-12-2022	
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	300000 - CONS-Consumables - Gunny bags-- - - - Bags	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 /	As per details given in the quotation.
Payment Terms	100% as Advance
Tax	All taxes 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	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Rs.16,800/-By RTGS/NEFT
Other Terms	We reserve the right to reject items not conforming quality and specifications.Above order for stock repeleneshing purpose.
Completion Date	NA
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 : 07/12/22

Accepted the above Terms And Conditions

For ***Saya Surendar Gunny Merchant***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	03.12.2022			
Site & Phase :	SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170517			
Material required before date:		ID No.	82188			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS4717-Consumables-Acid---1Ltr-Nos	60	72	60		
2	CONS7227-Consumables-Air Freshner----Nos	48	12	48		
3	CONS6639-Consumables-Handwash liquid----Nos	48	38	48		
4	CONS9319-Consumables-Dust Pan-PVC---Nos	12	12	12		
5	CONS6689-Consumables-Wiper----Nos	20	13	20		
6	CONS9752-Consumables-PVC Bucket----Nos	10	10	10		
7	CONS3000-Consumables-Gunny bags----Bags 16/- +5% PO:- 94741	1000	620	1000		
8	CONS6703-Consumables-Colin 500 ml----Nos	40	0	40		
9	CONS6196-Consumables-Cobweb broom stick----Nos	10	7	10		
10	CONS4629-Consumables-Cleaning Brush----Nos	10	3	10		
Remarks:	For stock Replenishing purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Ashajyothi					
Approved By:	Minish					
Sign & Date:						

APPROVED BY
05 DEC 2022
SOHAM MODI
MANAGING DIRECTOR