PURCHASE DIVISION

Advice for approval for credit to supplier

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Date:	01/01/2023	Prepared by	MINUH.	Serial no.	12435
Supplier name	Saya Surrender Gunny Merchant.			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	28/12/2022	PO/WO No.	95481	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	472	29/12/2022	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.:	115665.	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.
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		01 JAN 2023			
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
M.G Road, Secunderabad.
State Telengana. State Code 36
GST/UID No: 36ACPFS2044C1Z7

No. 472

Date : 29/12/2022

Delivery Address
State State Code
GST/UID No.:

PO No. & Order Through 95481 / 170607

Vehicle No/ Transport TS 10 UA 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 R.R. DIST. IN WARD No: 103428 Date: 1.1.23 Sign:

INWARD
Inward No. 19217 Dt: 30/12/22
GRN No: 115665 Dt: 31/12/22
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

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95481
13.12.22 4:34:24

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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**	95481	170607
#5-2-802, Beside Kishan Gunj Nala, Osmangunjh, Hyderabad-500 012.	**Doc Date**	28-12-2022	
	Quote No	nil	
GSTIN 36BERPS5253MIZM	**Quote Date**	23-12-2022	
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 : 28/12/2022

Accepted the above Terms And Conditions

For ***Saya Surendar Gunny Merchant***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	23.12.22			
Site & Phase :	SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170607			
Material required before date:		ID No.	82828			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS6639-Consumables-Gunny bags----Bags PO 95481	1000	21	1000		
2	CONS1509-Consumables-Toilet cleaner--Harpic-500ml-Nos	24	21	24		
3	CONS9989-Consumables-Mopping stick holder----Nos	20	3	20		
4	CONS7608-Consumables-Phenyl---1 Ltr-Nos	20	26	20		
5	CONS3861-Consumables-Detergent powder---500gms-Pkts PO 95480	30	18	30		
6	CONS9748-Consumables-Detergent --Vim--Nos	48	0	48		
7	CONS5033-Consumables-Floor cleaner --Lizol-1 lts-Nos	24	6	24		
8	CONS8873-Consumables-Colin 500 ml----Nos	20	10	20		
9	CONS9057-Consumables-Cobweb broom stick----Nos	20	7	20		
10	CONS6615-Consumables-Cleaning Brush----Nos	10	5	10		
Remarks:	For Stock Replenishing purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Asha jyothi					
Approved By:	Minish					
Sign & Date:						

APPROVED BY
23 DEC 2022
SOHAM MODI
MANAGING DIRECTOR