PURCHASE DIVISION
Advice for approval for credit to supplier

20

Date:	28/6/20	Prepared by:	T. Bhasker
PO/WO no.	67910	PO / WO Date.	11/6/20
Supplier Name	Saya Surender Gurug Mart	PO/WO amount	5775
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	293	22/6/20	5776
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5776

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			80362	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
Amount B –Other Credits :				–
Amount C –Other Debits :				–
Amount D (D=A+B-C) – Amount to be credited to the supplier:				5776
Amount E – PO / WO value:				5776
Amount F – Difference (A – E):				–

Quantity received as per PO /WO	□ Yes □ Excess received □ Short received □ Other (explained below)
Is difference between PO / Bill acceptable?	□ ~~Yes □ No (explained~~ below)
Excess / short material received	□ ~~Approved – within~~ acceptable limits □ No (explained below)
Close PO / W?O	□ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes – Rs. 5776- □ No
Payment – due date	Adv chq issd
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	28/6/20						

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

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: 36ACQFS2044C1Z7

No. 293

Date : 22/6/2020

Delivery Address PO-67910.-14611
State State Code
GST/UID No.:

PO No. & Order Through
Vehicle No/ Transport TS10UA9758

S.No	PARTICULARS	HSN CODE	QUANITY	RATE	AMOUNT Rs.	Ps.
1	Old Empty Gunny Bags.	6305	500	11/-	5500-	00
				Hamali		
				CGST @	138-	00
				SGST @	138-	00
				IGST @		
				TOTAL AMOUNT	5776-	00

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 6747
Date: 24/6
Sign:

INWARD
Inward No: 14433 Dt: 22/6/20
MRN No: 80362 Dt: 23/6/20
Received By: Sign:
SUMMIT SALES LLP

Certified by:

Stores Manager

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

 11-06-2020 2:02:36 PM

67910
03.06.20 12:48:14

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**	67910	14611
#5-2-802, Beside Kishan Gunj Nala, Osmangunjh, Hyderabad-500 012.	**Doc Date**	11-06-2020	
	Quote No	Nil	
GSTIN 36BERPS5253MIZM	**Quote Date**	04-07-2019	
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	500.00	11.00	0.00	5.00	5,775.00
					Total Order Value . . .	**5,775.00**

Rupees : Five Thousand Seven Hundred Seventy Five Only.

Terms and Conditions :-

Specification / Brand	Each bag spprox.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,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	Included by us.
Warranty	Nil
Advance Paid	Rs......../-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	

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:	10.06.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	14611
Material required before date:		ID No.	57555

No	Description	Size	Quantity	Units	Inward No	Date
1	STAMP PAD	BLUE	24	NOS		
2	PENCIL BOX		10	NOS		
3	PUNCH	BIG	5	NOS		
4	STAPLER	BIG-45	5	NOS		
5	STAPLER PINS	NO-10	100	BOXES		
6	SCRIBLING PADS		60	NOS		
	ACID		36	NOS		
8	ROOM FRESHER		20	BAGS		
9	COCONUT BROOMS		30	NOS		
10	DETTOL HANDWASH		48	NOS		
11	WIPER		15	NOS		
12	GUNNY BAGS 67910		500	BAGS		
13	VIM BAR		36	NOS		
14	FIRST AID KIT		2	NOS		
15	WATER NOTTLES Bottles		36	NOS		
16	STAPLER	NO-10	30	NOS		
17	PLASTIC SCALE		20	MOS		
18	RING BINDER FILE	A3	24	NOS		
19	RING BINDER FILE	A4	12	NOS		
20	NOTICE BOARD PINS		6	BOXES		
21	CELLO PENS	BLUE	100	NOS		
22	CELLO PENS	BLACK	100	NOS		
23	DETTOL ANTISEPTIC LIQUID	BIG	20	NOS		

Remarks:For stock maintainance

Prepared By	SOWMYA	Approved by	
Sign.& Date	10.06.2020	Sign. & Date	APPROVED BY 11 JUN 2020 SOHAM MODI MANAGING DIRECTOR

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