PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/8/20.	Prepared by:	SOWMYA
PO/WO no.	69359.	PO / WO Date.	1/8/20
Supplier Name	Saya Surender Gunny Merchant	PO/WO amount	11,550
Firm/Company	SSllp	Project	SLllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	302	13/8/20.	11,550
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			11,550

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			82070	☑ 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:	11,550
Amount E – PO / WO value:	11,550
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.____/- □ ~~No~~
Payment – due date	~~21.8.2020~~ 28/8/20

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]					
Date	21/8/20.	28/8					

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 transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

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, Secendrabad
State Telengana. State Code 36
GST/UID No: 36ACQFS2044C1Z7

(E) 20/8/20

No. 302

Date : 13/8/2020

Delivery Address

State State Code

GST/UID No.:

PO No. & Order Through 69359

Vehicle No/ Transport TS10UA9758

S.No	PARTICULARS	HSN CODE	QUANITY	RATE	AMOUNT Rs.	Ps.
1	Old Empty Gunny Bn.	6305	1000	11/-	11000 -	00
				Hamali		
				CGST @	275 -	00
				SGST @	275 -	00
				IGST @		
				TOTAL AMOUNT	11550 -	00

MODI PROPERTIES PVT. LTD. SECBAD
INWARD No. 6844 Dt. 21/8/20

INWARD	
Inward No: 14723	Dt: 14/8/20
MRN No: 82070.	Dt: 14/8/20
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

GST No : 36BERPS5253MIZM

TAX INVOICE
BILL OF SUPPLY
CASH / CREDIT BILL

Cell : 9347580520

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Buyer
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M. G Road, Secunderabad.
State Telangana. State Code 36
GST/UID No: 36ACQFS2044C1Z7

(E) 20/8/20

No. 302

Date : 13/8/2020

Delivery Address
State State Code
GST/UID No.:

PO No. & Order Through 69359

Vehicle No/ Transport
TS10UA 9758

S.No	PARTICULARS	HSN CODE	QUANITY	RATE	AMOUNT Rs.	Ps.
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				Hamali		
				CGST @	275-	00
				SGST @	275-	00
				IGST @		
				TOTAL AMOUNT	11550-	00

Certified by:
Stores Manager

INWARD
Inward No: 4723 Dt: 14/8/20
MRN No: [illegible] Dt: 14/8/20
Received By: 82070. 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

69359
31.07.20 12:25:05

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**	69359	14761
#5-2-802, Beside Kishan Gunj Nala, Osmangunjh, Hyderabad-500 012.	**Doc Date**	01-08-2020	
	Quote No	Nil	
GSTIN 36BERPS5253MIZM	**Quote Date**	01-08-2020	
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	11.00	0.00	5.00	11,550.00
					Total Order Value . . .	**11,550.00**

Rupees : Eleven Thousand Five Hundred Fifty 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:	29.07.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	14761
Material required before date:		ID No.	58838

No	Description	Size	Quantity	Units	Inward No	Date
1	GUNNY BAGS		1000	NOS		
2	69359					
3						
4						
5						
6						
7						
8						
10						

Remarks: FOR SITES AND STOCK MAINTAIN

Prepared By	SOWMYA	Approved by	✓
Sign.& Date	29.7.2020	Sign. & Date	✓

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

APPROVED BY
31 JUL 2020
SOHAM MODI
MANAGING DIRECTOR