PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/8/20.	Prepared by:	SOWMYA
PO/WO no.	69113.	PO / WO Date.	13/8/20.
Supplier Name	Saya Surender Gunny Merchant	PO/WO amount	5,775
Firm/Company	SSLLP.	Project	SLLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	303.	13/8/20.	5,775
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,775

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	303	13/8/20	82071	☑ 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:	5,775
Amount E – PO / WO value:	5,775
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**
Remarks:	

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

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 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, Secenderabad.

20/8/20

State Telengana. State Code 36

GST/UID No: 36ACQFS2044C1Z7

No. 303

Date : 13/8/2020

Delivery Address

State State Code

GST/UID No.:

PO No. & Order Through 69113

Vehicle No/ Transport TS 10 UA 9758

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

MODI PROPERTIES PVT. LTD. INWARD No. 68442 Date 21/8 SECBAD

Certified by:
Stores Manager

INWARD
Inward No: 14724 Dt: 14/8/20
MRN No: 82071 Dt: 14/8/20
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

GST No : 36BERPS5253MIZM

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BILL OF SUPPLY
CASH / CREDIT BILL

Cell : 9347580520

SAYA SURENDER GUNNY MERCHANT

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5-2-802, Risala Abdulla, Osmangunj , HYDERABAD- 500 012. (T.S.)

No. 303

20/8/20

Buyer
M/s Summit Sales LLP
M.G Road, Secunderabad.
State Telangana. State Code 36
GST/UID No: 36ACPFS2044C1Z7

Date : 13/8/2020

PO No. & Order Through 69113

Delivery Address
State Code
State
GST/UID No.:

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Customer's Signature

Purchase Order

 25-07-2020 4:47:56 PM

69113
31.07.20 12:08:29

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**	69113	14743
#5-2-802, Beside Kishan Gunj Nala, Osmangunjh, Hyderabad-500 012.	**Doc Date**	24-07-2020	
	Quote No	Nil	
GSTIN 36BERPS5253MIZM	**Quote Date**	24-07-2020	
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	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:	22.7.2020
Site & Phase :	SHLLP	Time:	14.30
Supplier		Req. No.	14743
Material required before date:		ID No.	58703

No	Description	Size	Quantity	Units	Inward No	Date
1	GUNNY BAGS 69113		500	NOS		
2						
3						
4						
5						
6						
7						
8						
9						

Remarks: FOR STOCK MAINTENANCE AT SSLLP

Prepared By	SOWMYA	Approved by	
Sign.& Date	22.07.2020	Sign. & Date	

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

APPROVED BY
22 JUL 2020
SOHAM MODI
MANAGING DIRECTOR