PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	09/12/2020	Prepared by:	NEHA .C
PO/WO no.	71582	PO / WO Date.	24/10/2020
Supplier Name	Saya Surender gunny merchant	PO/WO amount	11550/-
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	321	24/11/2020	11550/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			11550/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.				□ Yes □ No
2.				□ Yes □ No
3.				□ 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:	11550
Amount E – PO / WO value:	11550
Amount F – Difference (A – E): GST-18%	–
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	11/12/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	09/12/2020	9/12					

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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/-

Cell : 9347580520

GST No : 36BERPS5253MIZM

TAX INVOICE
BILL OF SUPPLY
CASH / CREDIT BILL

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.)

No. 321

Buyer
M/s Summit Sales LLP.
M-G Road, Secunderabad.
State Code 36
State Telengana.
GST/UID No: 36ACQFS2044C1Z7

Date : 24/11/2020

PO No. & Order Through 7/582

Vehicle No/ Transport

Delivery Address
State Code
State
GST/UID No.:

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

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 792 Date. 26/11 Sign.

Certified by:
Stores Manager

INWARD
Inward No: 15326 Dt: 26 11 20
GRN No: Dt:
Received By: Sign:
SUMMIT SALES ~~LLP~~

Amount in Words : Eleven Thousand five hundred and fifty Rupees only.

For. SAYA SURENDER GUNNY MERCHANT

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.

Customer's Signature

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: 36ACQFS2044C1Z7

No. 321

Date : 24/11/2020

Delivery Address
State State Code
GST/UID No.:

PO No. & Order Through 71582.
Vehicle No/ Transport

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

Certified by:

Stores Manager

INWARD
Inward No: Dt: 26|11|20
GRN No: Dt:
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

    27-10-2020 14:30:18

71582
20.10.20 3:54:09

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**	71582	168076
	Doc Date	24-10-2020	
GSTIN 36BERPS5253MIZM	**Quote No**	Nil	
24605466 9347005466	**Quote Date**	24-10-2020	
	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 : ____________

Contact

Accepted the above Terms And Conditions
For ***Saya Surendar Gunny Merchant***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	22.10.2020
Site & Phase :	SHLLP	Time:	13.00
Supplier		Req. No.	168076
Material required before date:		ID No.	60985

No	Description	Size	Quantity	Units	Inward No	Date
1	GUNNY BAGS		1000	NOS		
2	71582					

APPROVED
24 OCT 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks:

Prepared By	SOWMYA	Approved by	
Sign.& Date	22.10.2020	Sign. & Date	

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