PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/12/20.	Prepared by:	D.SOWMYA
PO/WO no.	72223.	PO / WO Date.	18/11/20
Supplier Name	Saya Surender Gunny Merchant	PO/WO amount	17,325
Firm/Company	SSllp	Project	SSllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1	324	11/12/20	17,326
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			17,326.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			86271	☑ 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:	17,326
Amount E – PO / WO value:	17,325
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	**26.12.2020**
Remarks: 2 Poh.	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]	APPROVED 17 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	17/12/20	17/12					

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. 324

Buyer
M/s Summit Sales LLP.
MG Road, Secenderabad.
State Telengana. State Code 36
GST/UID No: 36ACQFS2044C1Z7

11/12/20

Date : 11/12/2020

PO No. & Order Through 72223

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 Bn	6305	1500	11/-	16500	00
				Hamal		
				CGST @	413	00
				SGST @	413	00
				IGST @		
				TOTAL AMOUNT	17326	00

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No: 72246
Date: 16/12
Sign: Neha

Certified by:

Stores Manager

INWARD
Inward No: 15414 Dt: 11/12/20
MRN No: 86271 Dt: 12/12/20
Received By: Sign:
SUMMIT SALES LLP

Amount in Words :

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

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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: 36ACOFS2044C1Z7

6 11/12/20

No. 324

Date : 11/12/2020

Delivery Address
State State Code
GST/UID No.:

PO No. & Order Through 72223
Vehicle No/ Transport

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For. SAYA SURENDER GUNNY MERCHANT

Customer's Signature

Purchase Order

 18-11-2020 4:57:37 PM

Ori[illegible] 72223
16.11.20 11:21:50

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. **GSTIN** 36BERPS5253MIZM 24605466 9347005466	**Doc No**	72223	168127
	Doc Date	18-11-2020	
	Quote No	Nil	
	Quote Date	18-11-2020	
	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	1,500.00	11.00	0.00	5.00	17,325.00
					Total Order Value . . .	**17,325.00**

Rupees : Seventeen Thousand Three Hundred Twenty 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:	11.11.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	168127
Material required before date:		ID No.	61478

No	Description	Size	Quantity	Units	Inward No	Date
1	HELMETS	WHITE	20	NOS		
2	PAPER	A4	100	BDL		
3	HAND WASH-SANTOOR		50	NOS		
4	BOMBAY BROOMS	Big ~~SMALL~~	100	NOS		
5	GUNNY BAGS 72223		1500	NOS		
6	HARPIC	P.O-72218	24	NOS		
7	PHINYLE		48	NOS		
8	SCRUBBER		48	NOS		
9	SURF		60	NOS		
10	VIM BAR dust pan -		48	NOS		
11	LIZOL		36	NOS		
12	COLIN		48	NOS		
13						

Remarks: For stock maintenance and site use

Prepared By	SOWMYA	Approved by	
Sign & Date	11.11.2020	Sign. & Date	

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

APPROVED
17 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE