# PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 5/3/21 | Prepared by: | NEHA |
| PO/WO no. | 74505 | PO / WO Date. | 06/2/21 |
| Supplier Name | Saya surender Gunny | PO/WO amount | 8,400/- |
| Firm/Company | SSLLP | Project | Sumith Housing LLP |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 345 | 19/2/21 | 8400/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 8400/- |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | | | 89139 | ☑ 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: | 8400/- |
| Amount E – PO / WO value: | 8400/- |
| 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 | 12/3/21 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts = receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Neha | [signature] | APPROVED 11 MAR 2021 [signature] | | | | |
| Date | 5/3/21 | 5/3 | MINISH PARIKH | | | | |

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/-

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.
Secunderabad.
State Telengana.
GST/UID No: 36ACQFS2044C1Z7 State Code 36

No. 345

Date : 19/2/2021

Delivery Address
State
GST/UID No.: State Code

PO No. & Order Through 74505 168372
Vehicle No/ Transport TS10 UA 9758

| S.No | PARTICULARS | HSN CODE | QUANITY | RATE | AMOUNT Rs. | Ps. |
|---|---|---|---|---|---|---|
| 1 | old Empty Gunny Bgs. | 6305 | 500 | 16/- | 8000 | 00 |
| | | | | Hamali | | |
| | | | | CGST @ | 200 | 00 |
| | | | | SGST @ | 200 | 00 |
| | | | | IGST @ | | |
| | | | | TOTAL AMOUNT | 8400 | 00 |

MODI PROPERTIES INWARD No: 14954 Date: 3/3/21 Sign: SECBAD

Certified by:
Stores Manager

INWARD
Inward No: 15883 Dt: 22/2/21
GRN No: 8139 Dt: 24/2/21
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

08-02-2021 11:50:20

# Purchase Order

74505
05.02.21 11:35:32

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** | 74505 | 168372 |
| **Doc Date** | 06-02-2021 | |
| **Quote No** | Nil | |
| **Quote Date** | 06-02-2021 | |
| **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 | 16.00 | 0.00 | 5.00 | 8,400.00 |
| | | | | | **Total Order Value . . .** | **8,400.00** |

Rupees : Eight Thousand Four Hundred 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Included by us. |
| **Warranty** | Nil |
| **Advance Paid** | Rs....8400..../-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 : 08/02/2021

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

Name : ____________________

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Summit sales llp | Date: | 4.2.2021 |
| Site & Phase : | Summit housing llp | Time: | 11.00 |
| Supplier | | Req. No. | 168372 |
| Material required before date: | | ID No. | 63714 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | GUNNY BAGS | | 500 | NOS | | |
| 2 | SPACERS | | 5000 | NOS | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | 74505 | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |

Remarks: for ssllp stock maintenance and site use

| | | | |
|---|---|---|---|
| Prepared By | SOWMYA | Approved by | APPROVED 06 FEB 2021 P. PRABHAKAR Sr. MANAGER PURCHASE |
| Sign.& Date | 4.2.2021 | Sign. & Date | |

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

74452