PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/3/21	Prepared by:	NEHA
PO/WO no.	75378	PO / WO Date.	5/3/21
Supplier Name	Saya Surender gunny merchant	PO/WO amount	16,800/-
Firm/Company	ssllp	Project	
Sl. No.	Bill No.	Bill Date	Bill amount
1	381	11/3/21	16,800/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			16, 800/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			~~[illegible]~~	☐ Yes ☐ No
2.			89939	☐ 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:	16,800/-
Amount E – PO / WO value:	16,800/-
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 16,800/- by cheque
Payment – due date	27/3/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	19/3/21	19/3					

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/-

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.
Secunderabad.

State Telengana. State Code 36

GST/UID No: 36ACQFS2044C1Z7

No. 351

Date : 11/3/2021

Delivery Address

State State Code

GST/UID No.:

PO No. & Order Through 75378 / 168461

Vehicle No/ Transport TS10 UA 9758

S.No	PARTICULARS	HSN CODE	QUANITY	RATE	AMOUNT Rs.	Ps.
1	Old Empty Gunny Bn	6305	1000	16/-	16000	-00
				Hamali		
				CGST @	400	-00
				SGST @	400	-00
				IGST @		
				TOTAL AMOUNT	16800	-00

INWARD No. 75429 Date 15/3 Sign.

16009 Dt: 11/3/21
89939 Dt: 13/3/21
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

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. State Code 36
GST/UID No: 36ACQFS2044C1Z7

No. 351
Date : 11/3/2021

Delivery Address
State State Code
GST/UID No.:

PO No. & Order Through 75379 / 168461
Vehicle No/ Transport TS10 UA 9758

S.No	PARTICULARS	HSN CODE	QUANITY	RATE	AMOUNT Rs.	Ps.
1	old Empty Gunny Bn	6305	1000	16/-	16000 -	00
				Hamali		
				CGST @	400 -	00
				SGST @	400 -	00
				IGST @		
				TOTAL AMOUNT	16800 -	00

INWARD
Inward No: 16009 Dt: 11/3/21
MRN No: 89939 Dt: 13/3/21
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

Purchase Order

 05-Mar-21 11:30:50 AM

Orig

75378
04.03.21 12:23:55

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	75378	168461
Doc Date	05-03-2021	
Quote No	Nil	
Quote Date	05-03-2021	
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	1,000.00	16.00	0.00	5.00	16,800.00
Rupees : Sixteen Thousand Eight Hundred Only.					**Total Order Value . . .**	**16,800.00**

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
Penality For Delay	Nil
Transportation Cost	Included by us.
Warranty	Nil
Advance Paid	Rs....16,800..../-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:	Summit sales llp	Date:	03.03.2021
Site & Phase :	Summit housing llp	Time:	12.00
Supplier		Req. No.	168461
Material required before date:		ID No.	64419

No	Description	Size	Quantity	Units	Inward No	Date
1	Gunny bags		1000	nos		
	15336					

Remarks: Stock maintenance and site use		
Prepared By	NEHA	
Sign.& Date	03.03.2021	Sign. & Date

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

APPROVED
05 MAR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE