PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	5/4/21	Prepared by:	PRABHAKAR
PO/WO no.	75779	PO / WO Date.	28/8/21
Supplier Name	Saya Surinder Gunny merchant	PO/WO amount	16,800-00
Firm/Company	Sunmist Labs LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	353	25/3/21	16,800-00
2			
3			
Amount A – Bills total(Excluding Transport & Hamali Charges):			16,800-00

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			90540	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits : Transportation charges/Charges	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	16800-00
Amount E – PO / WO value:	16800-00
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	12/4
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date		5/4					

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

No. 353

Date : 25/3/2021

Delivery Address
State State Code
GST/UID No.:

PO No. & Order Through 75779 / 168495
Vehicle No/ Transport TS 10 U 9758

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

76189
01/04
SEC'BAD

INWARD
Inward No: 16076 Dt: 25/3/21
MRN No: 90540 Dt: 25/3/21
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.

Customer's Signature

For. SAYA SURENDER GUNNY MERCHANT

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 Telangana. State Code 36

GST/UID No: 36ACQFS2044C1Z7

No. 353

Date : 9/3/2021

Delivery Address

State State Code

GST/UID No.:

PO No. & Order Through 75779 / 163955

Vehicle No/ Transport TS 10 U 9758

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

INWARD
Inward No: 16076 Dt: 25/3/21
MRN No: 90540 Dt: 25/3/21
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.

Customer's Signature

For. SAYA SURENDER GUNNY MERCH

Purchase Order

 20-03-2021 14:04:15

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

75779
16.03.21 12:29:47

Supplier Details			
Saya Surendar Gunny Merchant #5-2-802, Beside Kishan Gunj Nala, Osmangunjh, Hyderabad-500 012.	**Doc No**	75779	168499
	Doc Date	20-03-2021	
	Quote No	Nil	
GSTIN 36BERPS5253MIZM	**Quote Date**	20-03-2021	
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	1,000.00	16.00	0.00	5.00	16,800.00
					Total Order Value . . .	**16,800.00**

Rupees : Sixteen Thousand Eight Hundred Only.

Terms and Conditions :-

Specification /	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	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

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

Name : ____________

Name : ____________

Date : __/__/____

Contact . .

Requisition Form

Company Name:	Summit sales llp	Date:	17.03.2021
Site & Phase :	Summit housing llp	Time:	12.00
Supplier		Req. No.	168499
Material required before date:		ID No.	64843

No	Description	Size	Quantity	Units	Inward No	Date
1	Gunny bags		1000	nos		
	75779					

Remarks: Stock maintenance and site use

Prepared By	NEHA		
Sign.& Date	17.03.2021	Sign. & Date	APPROVED BY 19 MAR 2021 SOHAM MODI MANAGING DIRECTOR

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