PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	16/4/21	Prepared by:	Mounika
PO/WO no.	75978	PO / WO Date.	29/3/21
Supplier Name	Saya Surendar Gummy Marchant	PO/WO amount	33,600/-
Firm/Company	SSLhp	Project	SH Lhp
Sl. No.	Bill No.	Bill Date	Bill amount
1	358	5/4/21	33600/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			33600/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			90977	☑ 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:	33,600/-
Amount E – PO / WO value:	33,600/-
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	22/4/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Mounika						
Date	16/4/21	16/4/21	16/4				

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
M. G Road, Secenderabad.
State Telengana. State Code 36
GST/UID No: 36ACQFS2044C1Z7

No. 358

Date : 05/04/2021

Delivery Address
State State Code
GST/UID No.:

PO No. & Order Through 75978 / 168535
Vehicle No/ Transport TS 10 UA 9758

S.No	PARTICULARS	HSN CODE	QUANITY	RATE	AMOUNT Rs.	Ps.
1	Old Empty Gunny Bgs.	6305	2000	16/-	32000	00
	76557					
				Hamali		
				CGST @	800	00
				SGST @	800	00
				IGST @		
				TOTAL AMOUNT	33600	00

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 76557
Date: 6/4/21
Sign:

INWARD
Inward No: 16156 Dt: 5/4/21
MRN No: 90977 Dt: 6/4/21
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

Amount in Words : Thirty Three Thousand Six hundred only

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

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No. 358
Date : 05/04/2021

Delivery Address
State State Code
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PO No. & Order Through 75978 / 168535
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For. SAYA SURENDER GUNNY MERCHANT

Customer's Signature

5/4/21

PO- 75978

Saya Surendra. Gunny Murchant

(1) Gunny Bags - old - 2000 Nos

INWARD	
Inward No: 16156	Dt: 5/4/21
MRN No: 90977	Dt: 6/4/21
Received By:	Sign:
SUMMIT SALES LLP	

41064
8/4

Purchase Order

 iv.Copy

75978
24.03.21 11:13:31

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**	75978	168535
	Doc Date	29-03-2021	
	Quote No	Nil	
GSTIN 36BERPS5253MIZM	**Quote Date**	29-03-2021	
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	2,000.00	16.00	0.00	5.00	33,600.00
					Total Order Value . . .	**33,600.00**

Rupees : Thirty Three Thousand Six 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....33,600..../-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:	Summit sales llp	Date:	29.03.2021
Site & Phase :	Summit housing llp	Time:	12.00
Supplier		Req. No.	168535
Material required before date:		ID No.	65032

No	Description	Size	Quantity	Units	Inward No	Date
1	Gunny bags		2000	nos		
	75978					

Remarks: For stock maintenance purpose

Prepared By	NEHA		
Sign.& Date	29.3.2021	Sign. & Date	

APPROVED
29 MAR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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