PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/8/21	Prepared by.	HEMENDRA
PO/WO no.	79720	PO / WO Date.	17/8/21
Supplier Name	Saya Surendar Gunny Merchant	PO/WO amount	16,800/-
Firm/Company	SSLLP	Project	Shup
Sl. No.	Bill No.	Bill Date	Bill amount
1	390	28/8/21	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.	390	28/8/21	95661	☐ 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:	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 Paid 16,800/-
Payment – due date	
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 03 SEP 2021				
Date			MINISH PARIKH MANAGER PROCUREMENT				

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 : 93475805.

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. 390

Date : 28/8/2021

Delivery Address

State State Code

GST/UID No.:

PO No. & Order Through 79720/168933

Vehicle No/ Transport TS 10 UA 9758

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

INWARD
Inward No: 16878 Dt: 30/8/21
MRN No: 95661 Dt: 30/8/21
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 83875
Date: 30/8
Sign:

Amount in Words : Sixteen Thousand Eight hundred Rupees 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

***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. 390

Date : 28/8/2021

Delivery Address
State State Code
GST/UID No.:

PO No. & Order Through 77720 / 168933
Vehicle No/ Transport TS10UA 9758

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For. SAYA SURENDER GUNNY MERCHANT

Customer's Signature

Purchase Order

 17-08-2021 11:47:31

79720

12.08.21 2:08:30

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	**Doc No**	79720	168933
#5-2-802, Beside Kishan Gunj Nala, Osmangunjh, Hyderabad-500 012.	**Doc Date**	17-08-2021	
	Quote No	Nil	
GSTIN 36BERPS5253MIZM	**Quote Date**	17-08-2021	
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 16800/- ....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 : __/__/____

1123

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	13-08-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	12:00PM
Supplier		Req. No.	168933
Material required before date:		ID No.	68499

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Gunny Bags 79720		1000	Bags		

Remarks:For Stock Maintenance Purpose			
Prepared By	Bhavani		APPROVED BY
Sign.& Date	13-08-2021	Sign. & Date	16 AUG 2021 SOHAM MODI MANAGING DIRECTOR

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