C

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	24/12/21	Prepared by:	[illegible signature]
PO/WO no.:	83583	PO / WO Date.	14/12/21
Supplier Name	Saya Surender Gurey Merchant	PO/WO amount	16,800/-
Firm/Company	SSUP	Project	Shanp
Sl. No.	Bill No.	Bill Date	Bill amount
1	404	22/12/21	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.	–	–	101075	☑ 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 16,800/-
Payment – due-date	
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		APPROVED 27 DEC 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date							

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. 404

Date : 22/12/21

Delivery Address
State State Code
GST/UID No.:

PO No. & Order Through 83583 / 169261
Vehicle No/ Transport TS 10 UA 9758

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

SUMMIT SALES LLP
R.P. DIST.
INWARD
No: 88883
Date 24/12
Sign

INWARD
Inward No: 17420 Dt: 22/12/21
MRN No: 10/075 Dt: 23/12/21
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

Purchase Order

83583
09.12.21 3:17:43

 14-12-2021 12:51:36

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**	83583	169261
#5-2-802, Beside Kishan Gunj Nala, Osmangunjh, Hyderabad-500 012.	**Doc Date**	14-12-2021	
	Quote No	Nil	
GSTIN 36BERPS5253MIZM	**Quote Date**	14-12-2021	
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	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email.

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Saya Surendar Gunny Merchant***

Name : ____________________

Date : __/__/____

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Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	10-12-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169261
Material required before date:		ID No.	72044

S.No	Description	Size	Quantity	Units	Inward No	Date
1	Santhhor Hand Wash		48	Nos		
2	Phinyle 83581	1ltr	40	Nos		
3	Sponges → 83582		500	Nos		
4	Acid	1ltr	60	Nos		
5	Bombay Broom	Small	200	Nos		
6	Gunny Bags 83583		1000	Bags		
7	PVC Bucket		10	Nos		

Remarks: For Stock Replenishing Purpose			
Prepared By	Bhavani		
Sign.& Date	10-12-2021	Sign. & Date	

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

APPROVED BY
13 DEC 2021
SOHAM MODI
MANAGING DIRECTOR