PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	7/3/22	Prepared by	Hemendra	Serial no.	2868
Supplier name	Saya Sunder Gunny Merchant			HO inward no.	
Firm/Company	SSLLP	Project	SHUP	HO received date	
PO/WO date	26/2/22	PO/WO No.	85961	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	416	3/3/22	16,800/-	☑ Yes □ No
2.			–	□ Yes □ No
3.			–	□ Yes □ No
4.			–	□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	16,800/-

Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos :	104442	Proof of delivery matches MRN	☑ 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):	–
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment – due date	Paid 16,800/- 14/3/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Hemendra				
Sign:		07 MAR 2022			
Date		MINISH PARIKH MANAGER PROCUREMENT			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

Purchase Order

 07-03-2022 14:34:07 Oı

85961
14.02.22 3:00:03

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**	85961 169515
#5-2-802, Beside Kishan Gunj Nala, Osmangunjh, Hyderabad-500 012.	**Doc Date**	26-02-2022
	Quote No	NIL
GSTIN 36BERPS5253MIZM	**Quote Date**	24-02-2022
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 / 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 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

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

Name : ____________ Name : ____________ Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	24.02.2022
Site & Phase :	SSHLP	Time:	1:00
Supplier		Req.No.	169515
Material required before date:		ID No.	74221

No	Description	Size	Quantity	Units	Inward No	Date
1	Bombay brroms	Big	50	Nos		
2	Coconut brooms 85957		100	Nos		
3	Colin		40	Nos		
4	Phinyl	1 liter	40	Nos		
5	Mopping clothe		120	Nos		
6	Door mat clothe		25	Nos		
7	First aid kit Global 85959		5	Nos		
8	Plastic bucket 85957		10	Nos		
9	Sponges 85958		500	Nos		
10	Gunny bags 85961 merchant		1000	Bags		
11	Surf	500grms	30	Nos		
12	Lizol	1 liter	48	Nos		
13	Spade with handle 85958		20	Nos		

Remarks: For Stock Repleneshing purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	24.02..2022	Sign. & Date	

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

APPROVED BY
25 FEB 2022
SOHAM MODI
MANAGING DIRECTOR