(6)

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	14/9/22	Prepared by	Bashakar	Serial no.	8230
Supplier name	Sun Agency.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	8/9/22	PO/WO No.	91719	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	256	10/9/22	38,945-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	38,945-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	111624	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:	38,945-00
Amount E – PO / WO value:	38,645-00
Amount F – Difference (A – E):	320-00
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	
Remarks:	Auto fare added can be Consisted.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Bashakar			
Sign:		APPROVED			
Date		14 SEP 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR
PURCHASE MANAGER

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.

TAX INVOICE

Cell : 9912769501
9394753918

SUN AGENCY

SA

Authorised Wholesale Stockist : Dr. Fixit, Roff, Mykarment Consturction Chemicals

A Division of Pidilite Industries Ltd. (FEVICOL)

H.No. 21-91, Shop No. 2, Street No. 10, Uttam Nagar, Malkajgiri,
Hyderabad - 500047. E-mail : sunagencyhyd@gmail.com, sunagencyhyd@yahoo.co.in

To, M/s. GST No. 36ACQFS2044C1Z7
SUMMIT SALES LLP
Secunderabad

No. 256
po- 91719
Date : 10.09.2022

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1.	Bond Repair Roff	4002 1100	5Lt	10	1325	13,250
2.	Vertofix Roff Tile adhesive	3824 5090	20 Kg	30	650	19,500
						32,750
					9% SGST:	2947.50
					9% CGST:	2947.50
					IGST :	
(Rupees ....)					TOTAL	38,645
GST NO. : 36AQCPM3317J1ZW				AutoTone	500	38,965

INWARD
Inward No: 18667 Dt: 10/9/22
MRN No: 111624 Dt: 12/9/22
Received By: Sign:
SUMMIT SALES LLP

1. Goods once sold will not be taken back
2. Payment should be made as per the terms, otherwise interest @24% per annum will be charged
3. Subject to Hyderabad Jurisdiction

Bank Details :
ICICI Bank
Secunderabad Branch
A.C. No. : 004805011715
IFSC Code : ICIC0000048

SUN AGENCY HYD

SUMMIT SALES LLP IN WARD No: 98903 Date: 17/9/14 Sign: R.R. DIST.

For **SUN AGENCY**

Authorised Signatory

Purchase Order

 09-09-2022 16:55:54 Original / Office Copy / Purchase Div.Copy

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

Supplier Details

Sun Agency
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047

GSTIN 36AQCPM3317J1ZW
9394753918 9391787057

Doc No	91719	170096
Doc Date	08-09-2022	
Quote No	Nil	
Quote Date	08-09-2022	
SupplyType	Supply	

Kind Attn : D.J.Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	202200 - CHEM-Chemical - CC Bonding Agent--RBR Roff - 5Ltrs - Ltrs	10.00	1,325.00	0.00	18.00	15,635.00
2	660200 - CHEM-Chemical - Tiles Adhesive--Roff - 25Kgs - Bag	30.00	650.00	0.00	18.00	23,010.00
					Total Order Value . . .	**38,645.00**

Rupees : Thirty Eight Thousand Six Hundred Fourty Five Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for Stock replenshing purpose.
Completion Date	NA
Measurment	NA
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 delivery/DC can be sent by email.'

For *Summit Sales LLP*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For *Sun Agency*

Name : ______________

Date : __/__/____

Estimate/Draft PO

 08-09-2022 13:06:22

91719
01.09.22 10:54:26

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

Supplier Details			
Sun Agency	**Doc No**	91719	170096
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	08-09-2022	
	Quote No	Nil	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	08-09-2022	
9394753918 9391787057	**SupplyType**	Supply	

Kind Attn : D.J.Kumar

Estimate/Draft PO for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	202200 - CHEM-Chemical - CC Bonding Agent--RBR Roff - 5Ltrs - Ltrs	10.00	1,325.00	0.00	18.00	15,635.00
2	660200 - CHEM-Chemical - Tiles Adhesive--Roff - 25Kgs - Bag	30.00	650.00	0.00	18.00	23,010.00
	Total Order Value . . .					**38,645.00**

Rupees : Thirty Eight Thousand Six Hundred Fourty Five Only.

Terms and Conditions :-

For MDs APPROVAL
- ☐ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☑ Approval for technical details/clarification
- ☐ Replenishing SSLLP stock
- ☐ Other

APPROVED BY
09 SEP 2022
SOHAM MODI
MANAGING DIRECTOR

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for Stock replenshing purpose.
Completion Date	NA
Measurment	NA
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 delivery/DC can be sent by email.'

Manoj

For ***Summit Sales LLP***

Authorised Signatory

Name :

Contact - -

Accepted the above Terms And Conditions

For ***Sun Agency***

Name :

Date : __/__/___

Requisition Form						
Company Name:	SSLLP	Date:	11.08.2022			
Site & Phase :	SHLLP	Time:	12:00			
Supplier:		Req. No.	170096			
Material required before date:		ID No.	78863			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM6269-Chemical-Adhesive set--Cera --Kgs	10	5	10		
2	CHEM2022-Chemical-CC Bonding Agent--RBR Roff -5Ltrs-Ltrs 91001 91719	10	2	10		
3	CHEM6602-Chemical-Tiles Adhesive--Roff -25Kgs-Bag	30	7	30		
4	HARD4494-Hardware-Chicken Mesh -12.7mm holex0.376mm--1000 x 30000MM-Bundles 91000	30	10	30		
5						
6						
7						
8						
9						
10						
Remarks:	For Stock repleneshing purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	N.Vanajakshi		Vamsh			
Approved By:	Prabhakar					
Sign & Date:						

APPROVED BY
09 SEP 2022
SOHAM MODI
MANAGING DIRECTOR

APPROVED
24 MAY 2028
P. VENKATESHWARLU
MANAGER PURCHASE

APPROVED BY
12 AUG 2022
SOHAM MODI
MANAGING DIRECTOR