PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/09/22	Prepared by	Prabhakar	Serial no.	8699
Supplier name	Sun Agency.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	17/09/22	PO/WO No.	92020	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	264	17/09/22	43,039-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	42,539-00.

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

MRN nos.:	111889	Proof of delivery matches MRN	☑ Yes □ No

Amount B –Other Credits : Transportation charges	500-00
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	43,039-00
Amount E – PO / WO value:	42,539-00.
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	26/09/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		APPROVED			
Date		22 SEP 2022			
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.

<u>TAX INVOICE</u>

SUN AGENCY

Cell : 9912769501
9394753918

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

A Division of Pidilite Industries Ltd. (FEVICOL) TS10 UC 1237

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. 36ACQFS 2044 C1Z7
SUMMIT SALES LLP
SECUNDRABAD

No. 264
PO- 92020
Date 17/9/22

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1	ROFF Vertoelix	3824 5090	20Kg	30	650	19500
2	ROFF BOND Repiar	4002 1100	5Lts	10	1325	13250
3	Cera Anchor set		1Kg	10	330	3300
						36,050
					9% SGST:	3244.50
					9% CGST:	3244.50
					IGST :	

INWARD
Inward No: 18705 Dt: 17/9/22
MRN No: 111889 Dt: 19/2022
Received By: Sign:
SUMMIT SALES LLP

(Rupees ....

....)

TOTAL	42,539
Autocharge	500
	43039

GST NO. : **36AQCPM3317J1ZW**

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

SUMMIT SALES LLP
IN WARD
No: 99381
Date: 22/9/22
Sign:
R.R. DIST.

For **SUN AGENCY**

K.Phow

Authorised Signatory

Purchase Order

 17-09-2022 11:37:27 Origi

92020
16.09.22 3:00:43

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	92020	170157
Doc Date	17-09-2022	
Quote No	Nil	
Quote Date	17-09-2022	
SupplyType	Supply	

Kind Attn : D.J.Kumar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 660200 - CHEM-Chemical - Tiles Adhesive--Roff - 25Kgs - Bag	30.00	650.00	0.00	18.00	23,010.00
2 202200 - CHEM-Chemical - CC Bonding Agent--RBR Roff - 5Ltrs - Ltrs	10.00	1,325.00	0.00	18.00	15,635.00
3 626900 - CHEM-Chemical - Adhesive set--Cera - - - Kgs	10.00	330.00	0.00	18.00	3,894.00

Total Order Value . . . 42,539.00

Rupees : Fourty Two Thousand Five Hundred Thirty Nine 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	Extra
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

Venu 19/09/22

Name : Name :

Accepted the above Terms And Conditions
For *Sun Agency*

Date : __/__/____

Requisition Form					
Company Name:	SSLLP	Date:	10.09.2022		
Site & Phase :	SHLLP	Time:	12:00		
Flat/Block no.					
Supplier:		Req. No.	170157		
Material required before date:		ID No.	79769		
S No	Item 338 330 418	Qty required	Qty available at site	Order Qty	Inward No
1	CHEM6269-Chemical-Adhesive set--Cera --Kgs	10	4	10	
2	CHEM2022-Chemical-CC Bonding Agent--RBR Roff -5Ltrs-Ltrs 92020	10	0	10	
3	CHEM6602-Chemical-Tiles Adhesive--Roff -25Kgs-Bag	30	0	30	
4	CHEM6251-Chemical-Tile grout cement based-Silk-MYK-1Kg-Kgs	70	60	70	
5	CHEM4119-Chemical-Tile grout cement based-White-MYK-1Kg-Kgs	70	77	70	
6					
7					
8					
9					
10					
Remarks:	For Stoc Repleneshing Purpose.				
	Engineer	Project Manager		Purchase	
Prepared By:	P.Ramya				
Approved By:	prabhakar				
Sign & Date:					

APPROVED BY
12 SEP 2022
SOHAM MODI
MANAGING DIRECTOR