PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/10/22	Prepared by	Sneha	Serial no.	9188
Supplier name	Sun Agency			HO inward no.	
Firm/Company	Summit Sales llp	Project	SHLLP	HO received date	
PO/WO date	29/9/22	PO/WO No.	92419	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	299	30/9/22	39,245	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			39,245/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.: 112294		Proof of delivery matches MRN	☑ Yes □ No
Amount B –Other Credits : Transportation charges	·600+18%.		708/-
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			39,245/-
Amount E – PO / WO value:			38,645/-
Amount F – Difference (A – E):			600/-
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	17/10/22		
Remarks:	final bill -		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Sneha	Prabhakar			
Sign:	[signature]	[signature]			
Date	11/10/22	11 OCT 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
P. PRABHAKAR
Sr. MANAGER PURCHASE

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

SUN AGENCY

Cell : 9912769501
9394753918

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
Delivery
Secunderabad Cherlapally

No. 299

Date 30.09.2022

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1.	Roff Bond Repair	4002 1100	5LT	10NO	1325	13,250
2.	Roff Tile adhesive vertotix	3824 5090	20kg	30Nos	650	19,500
						32,750
	P.O NO 92419/29/9/22					
					9% SGST:	2947.50
					9% CGST:	2947.50
					IGST :	
	(Rupees ....)				TOTAL	38,645
	GST NO. : 36AQCPM3317J1ZW			Auto	600	39245

INWARD
Inward No: 18789 Dt: 30/9/22
MRN No: 11229 Dt: 30/9/22
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

Hemendra
9618244433

SUMMIT SALES LLP
IN WARD
No: 99993
Date: 6/10/22
Sign:
R.R. DIST.

For **SUN AGENCY**

Authorised Signatory

TS10OC1237

Purchase Order

 29-09-2022 14:21:54

92419
16.09.22 3:01:08

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**	92419	170249
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	29-09-2022	
	Quote No	Nil	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	08-09-2022	
9394753918 9391787057	**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 : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	28.09.2022			
Site & Phase :	SSLP-SOV	Time:	12:00			
Supplier:		Req. No.	170249			
Material required before date:		ID No.	80164			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM2022-Chemical-CC Bonding Agent--RBR Roff -5Ltrs-Ltrs 92419	10	8	10		
2	CHEM6602-Chemical-Tiles Adhesive--Roff -25Kgs-Bag	30	4	30		
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	For Stock repleneshing purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Ramya					
Approved By:	Prabhakar					
Sign & Date:						

APPROVED BY
28 SEP 2022
SOHAM MODI
MANAGING DIRECTOR