PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	04/11/22	Prepared by	Minish	Serial no.	**10100**
Supplier name	Sun Agency			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	31/10/22	PO/WO No.	93410	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	364	02/11/22	24,365/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			23,765/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	11335-7	Proof of delivery matches MRN	☑ Yes □ No
Amount B –Other Credits : Transportation charges			600/-
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			24,365/-
Amount E – PO / WO value:			23,765/-
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	14/11/22		
Remarks:	Final bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		04 NOV 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.

TAX INVOICE

Cell : 9912769501
9394753918

SUN AGENCY

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. Delivery Cherlapally

No. 364

Date 2|11|2022

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1.	Tile adhesive Roff vertofix	3824 5090	20 kg	20	650	13,000
2.	Tilegrout (Cement) MYK grout Silk-100 Brightwhite 70	3214 1000	1 kg	170	42	7140
						20,140
	P.O. NO. 93410/170324					
					9% SGST:	1812.60
					9% CGST:	1812.60
					IGST :	
(Rupees ....)					TOTAL	23765.20
GST NO. : 36AQCPM3317J1ZW				AUTO	600	24365

INWARD 31/10/22
Inward No. 18928 Dt: 2/11/22
MRN No: 113357 Dt: 2/11/22
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

SUMMIT SALES LLP R.R. DIST. IN WARD No. 100991 Date: 3/11/22 Sign:

S10UC1237

For **SUN AGENCY**

Authorised Signatory

Purchase Order

 31-10-2022 4:33:44 PM

93410
18.10.22 2:23:38

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**	93410	170324
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	31-10-2022	
	Quote No	NIL	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	28-10-2022	
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	660200 - CHEM-Chemical - Tiles Adhesive--Roff - 25Kgs - Bag	20.00	650.00	0.00	18.00	15,340.00
2	411900 - CHEM-Chemical - Tile grout cement based-White-MYK - 1Kg - Kgs	70.00	42.00	0.00	18.00	3,469.20
3	625100 - CHEM-Chemical - Tile grout cement based-Silk-MYK - 1Kg - Kgs	100.00	42.00	0.00	18.00	4,956.00
	Total Order Value . . .					**23,765.20**

Rupees : Twenty Three Thousand Seven Hundred Sixty Five and Paise Twenty 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 : 01/11/22

Accepted the above Terms And Conditions
For ***Sun Agency***

Name : ______________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	28.10.2022			
Site & Phase :	SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170324			
Material required before date:		ID No.	81013			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM6602-Chemical-Tiles Adhesive--Roff -25Kgs-Bag PO: 93410	20	14	20		
2	CHEM4119-Chemical-Tile grout cement based-White-MYK-1Kg-Kgs 42 + GST	70	23	70		
3	CHEM6251-Chemical-Tile grout cement based-Silk-MYK-1Kg-Kgs	100	11	100		
4						
5						
6						
7						
8						
9						
10						
Remarks:	For Stock Repleneshing Purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Vanajakshi					
Approved By:	Minish					
Sign & Date:						

APPROVED BY
2[illegible] OCT [illegible]
SOHAM MODI
MANAGING DIRECTOR