PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	07/11/22	Prepared by	AshaTyothi	Serial no.	10241
Supplier name	Sun Agency			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	04/11/22	PO/WO No.	93626	Scan ID..	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	378	5/11/22	23,610/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	23,010/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	113514	Proof of delivery matches MRN	☑ Yes □ No

Amount B –Other Credits : Transportation charges + 18%	708/-
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	23,610/-
Amount E – *PO / WO value:*	23,010/-
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	14/11/22
Remarks:	Final bill

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

APPROVED
07 NOV 2022
MINISH PARIKH
MANAGER PROCUREMENT

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

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. 36 AQCPM 3317 J1ZW

SUMMIT SALES LLP M.G.ROAD
secunderabad
Delovari at Cherlapalli, summit processing LLP

No. 378

Date 5/11/22

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1	ROFF Vetroefix (T03) S.T.A Tile Adhesive	3824 5090	20kg	30	650.00	19,500.00
	INWARD Inward No. 18943 Dt: 5/11/22 MRN No: 113514 Dt: 7/11/22 Received By: Sign: SUMMIT SALES LLP					
	P.O.NO 93626 170350					
					9% SGST:	1755.00
					9% CGST:	1755.00
					IGST :	

(Rupees Twenty Three Thousand Six hundred Ten Rupees only) Additional charge

TOTAL	23010
	600
	23610

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

hemendra
9618244433

SUMMIT SALES LLP R.R. DIST. IN WARD No. 10108 Date 7/11/22 Sign

TS10UC1237

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

For **SUN AGENCY**

K.Phai

Authorised Signatory

Purchase Order

 04-11-2022 17:27:41

93626
01.11.22 2:52:15

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**	93626	170350
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	04-11-2022	
	Quote No	NIL	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	01-11-2022	
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	30.00	650.00	0.00	18.00	23,010.00
					Total Order Value . . .	**23,010.00**

Rupees : Twenty Three Thousand Ten 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 repleneshing 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 : 05/11/22

Accepted the above Terms And Conditions

For ***Sun Agency***

Name : ______________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	01.11.2022			
Site & Phase :	SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170350			
Material required before date:		ID No.	81178			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1						
2	CHEM6602-Chemical-Tiles Adhesive---25Kgs-Bags PO 93626 -Sai Agency	30	01	30		
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	For Stock Replenishing Purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Ashajyothi					
Approved By:	Minish					
Sign & Date:						

APPROVED BY
03 NOV 2022
SOHAM MODI
MANAGING DIRECTOR