PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14-11-22	Prepared by	S. Jaydudta	Serial no.	10439
Supplier name	Sun Agency			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	11-11-22	PO/WO No.	93875	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	394	12-11-22	48,118/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	47,318
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	113747	Proof of delivery matches MRN	□ Yes □ No

Amount B –Other Credits : Transportation charges	800
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	48,118/-
Amount E – PO / WO value:	47,318/-
Amount F – Difference (A – E):	800
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	21-11-22
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	S. Jaydudta	APPROVED			
Sign:	Judda	14 NOV 2022			
Date	14-11-22	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

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. 36ACQFS2046C1Z7

SUMMIT SALES LLP
Secunderabad
P.O. 93875 |170386 | 11/11/22
Delivery Cherlapally

No. 394

Date : 12.11.2022

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1.	Roff Tileadhesive	3824 5090	20kg	30	650.00	19,500
2.	MYK Tilegrout silk	3214 1000	1kg	30	42.00	1260
3.	MYK Tile grout white	3214 1000	1kg	70	42.00	2940
4.	MYK Arment Epoxy Bonding Agent SuperBond	3824 5090	1kg	08	925.00	7400
5.	ZYCOSIL	3209 1010	1CT	05	1800.00	9,000
						40,100
					9% SGST:	3609
					9% CGST:	3609
					IGST :	
	(Rupees ....)				TOTAL	47,318
	GST NO. : 36AQCPM3317J1ZW			Auto	800	48,118

INWARD
Inward No. 18974 Dt: 12/11/22
MRN No: 113742 Dt: 13/11/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 101335
Date: 13/11/22
Sign:

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

TS10UC
1237

For **SUN AGENCY**

Authorised Signatory

Purchase Order

 12-11-2022 10:50:57

93875
01.11.22 3:03:48

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**	93875	170386
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	11-11-2022	
	Quote No	NIL	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	09-11-2022	
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 *20kg*	30.00	650.00	0.00	18.00	23,010.00
2	625100 - CHEM-Chemical - Tile grout cement based-Silk-MYK - 1Kg - Kgs	30.00	42.00	0.00	18.00	1,486.80
3	411900 - CHEM-Chemical - Tile grout cement based-White-MYK - 1Kg - Kgs	70.00	42.00	0.00	18.00	3,469.20
4	599100 - CHEM-Chemical - Myk Arment -Epoxy--MYK - 1Kg - Kgs	8.00	925.00	0.00	18.00	8,732.00
5	349100 - CHEM-Chemical - Zycosil-- - - - Ltrs *1 liter*	5.00	1,800.00	0.00	18.00	10,620.00
				Total Order Value . . .		**47,318.00**

Rupees : Fourty Seven Thousand Three Hundred Eighteen 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

12/11/22

Name : ______

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

Name : ______

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	09.11.2022			
Site & Phase :	SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170386			
Material required before date:		ID No.	81423			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM6602-Chemical-Tiles Adhesive---25Kgs-Bags (20kg)	30 ✓	21	30		
2	CHEM3491-Chemical-Zycosil----Ltrs 1800+18% ~~7,850+18%~~	5 ✓	3	5		
3	CHEM6251-Chemical-Tile grout cement based-Silk-MYK-1Kg-Kgs PO-93875	30 ✓	66	30		
4	CHEM4119-Chemical-Tile grout cement based-White-MYK-1Kg-Kgs	70 ✓	36	70		
5	CHEM5991-Chemical-Myk Arment -Epoxy--MYK-1Kg-Kgs 570+18%	8 ✓	15	8		
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
10 NOV 2022
SOHAM MODI
MANAGING DIRECTOR