PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	21/11/22	Prepared by	Minish	Serial no.	10704
Supplier name	Sun Agency			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	18/11/22	PO/WO No.	94129	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	415	18/11/22	15,852/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	15,252/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 114057 — 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:	15,852/-
Amount E – PO / WO value:	15,252/-
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	28/11/22
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		21 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

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. 36 ACQFS 2044 C1Z7

Summit Sales L.L.P. Secundrabad

Delivarid Summit housing L.L.P

Chenlapally Behind Kingston P.G. college

No. 415

Date 18/11/22

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1	ROFF Bond Repair	4002 1100	5kw	05 ✓	1325.00	6625.00
2	M.Y.K Tilegrout 1kg (SILK)	3214 1000	1kg	70 ✓	42.00	2940.00
3	M.Y.K Tilegrout 1kg white	3214 1000	1kg	80 ✓	42.00	3360.00
	P.O. Number 94129/17044					12925.00
	Cellno 96182 44433				9% SGST:	1163.25
					9% CGST:	1163.25
					IGST :	

SUMMIT SALES LLP R.R. DIST. IN WARD No: 1016 07 Date: 19/11/22 Sign:

INWARD
Inward No. 19009 Dt: 18/11/22
MRN No: 114057 Dt: 19/11/22
Received By: Sign:
SUMMIT SALES LLP

(Rupees fifteen Thousand eight hundred fifty one rupees only)

TOTAL 15251.50
A/c 600.00
15851.50

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

Cellno 9618244433

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

A/c no TS10UC 1237

SUN AGENCY HYD

For SUN AGENCY

K. Phani

Authorised Signatory

Purchase Order

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94129
16.11.22 2:57:25

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**	94129	170441
	Doc Date	18-11-2022	
	Quote No	NIL	
	Quote Date	14-11-2022	
	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	5.00	1,325.00	0.00	18.00	7,817.50
2	625100 - CHEM-Chemical - Tile grout cement based-Silk-MYK - 1Kg - Kgs	70.00	42.00	0.00	18.00	3,469.20
3	411900 - CHEM-Chemical - Tile grout cement based-White-MYK - 1Kg - Kgs	80.00	42.00	0.00	18.00	3,964.80
	Total Order Value . . .					**15,251.50**

Rupees : Fifteen Thousand Two Hundred Fifty One and Paise Fifty Only.

Terms and Conditions :-

Specification / Brand	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 Cost	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

18/11/22

Name : ____________

Accepted the above Terms And Conditions

For ***Sun Agency***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	14.11.2022			
Site & Phase :	SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170441			
Material required before date:		ID No.	81666			
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	5	10	5		
2	CHEM6251-Chemical-Tile grout cement based-Silk-MYK-1Kg-Kgs	70	50	70		
3	CHEM4119-Chemical-Tile grout cement based-White-MYK-1Kg-Kgs	80	20	80		
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:						

PO5 94129.

APPROVED BY
16 NOV 2022
SOHAM MODI
MANAGING DIRECTOR