PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	30/11/22	Prepared by	Minish	Serial no.	10970
Supplier name	Sun Agency			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	24/11/22	PO/WO No.	94322	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	424	25/11/22	28,678/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	28,678/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 114426 — Proof of delivery matches MRN	☑ Yes □ No
Amount B –Other Credits : Transportation charges	500/-
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	28,678/-
Amount E – PO / WO value:	28,178/-
Amount F – Difference (A – E):	500/-
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	05/12/22
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
30 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

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 LLP

Secunderabad Delivery Cherlapally

No. 424

Date 25.11.2022

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1.	ZYCOSIL	2931 9090	1 LT	10	1800	18,000
2.	MykTile grout silk	3824 5090	1kg	70	42	2,940
3	MYKTile grout white	3824 5090	1kg	70	42	2,940
						23880
	P.O. NO. 94322/170471 24/11/2022					
					9% SGST:	2169.20
					9% CGST:	2169.20
					IGST :	
	(Rupees ....)				TOTAL	28178.40
	GST NO. : **36AQCPM3317J1ZW**			AUTO	500	28678.40

INWARD
Inward No. 19038 Dt: 25/11/22
MRN No: 114426 Dt: 29/11/22
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

TS 10U
1237

SUMMIT SALES R.R. DIST. IN WARD No. 102024 Date: 29/11/22 Sign:

SUN AGENCY HYD

For SUN AGENCY

Authorised Signatory

Purchase Order

 24-11-2022 14:18:21

94322
16.11.22 3:26:22

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**	94322	170471
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	24-11-2022	
	Quote No	NIL	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	22-11-2022	
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	349100 - CHEM-Chemical - Zycosil-- - - - Ltrs	10.00	1,800.00	0.00	18.00	21,240.00
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	70.00	42.00	0.00	18.00	3,469.20
					Total Order Value . . .	**28,178.40**

Rupees : Twenty Eight Thousand One Hundred Seventy Eight and Paise Fourty 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 : 24/11/22

Accepted the above Terms And Conditions

For ***Sun Agency***

Name : ______________________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP					
Site & Phase :	SHLLP	Date:	22.11.2022			
Unit No./Block No.		Time:				
Supplier:						
Material required before date:		Req. No.	170471			
		ID No.	81825			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM3491-Chemical-Zycosil----Ltrs	10	0	10		
2	CHEM6251-Chemical-Tile grout cement based-Silk-MYK-1Kg-Kgs	70	35	70		
3	CHEM4119-Chemical-Tile grout cement based-White-MYK-1Kg-Kgs	70	25	70		
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:						

PO 94322

APPROVED BY
22 NOV 2022
SOHAM MODI
MANAGING DIRECTOR