PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

| | | | | | |
|---|---|---|---|---|---|
| Date: | 9-12-22 | Prepared by | S. Jaysudha | Serial no. | 11434 |
| Supplier name | Sun Agency | | | HO inward no. | |
| Firm/Company | SS LLP | Project | SHLLP | HO received date | |
| PO/WO date | 5-12-22 | PO/WO No. | 94667 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 454 | 6-12-22 | 25,705/- | □ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | | | |
|---|---|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | | | 25,105/- |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | | | |
| MRN nos.: | 114731 | 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: | | | 25,705/- |
| Amount E – PO / WO value: | | | 25,105/- |
| 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 | 19-12-22 | | |
| Remarks: | Final bill | | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | | APPROVED | | | |
| Sign: | | 09 DEC 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. 454

Date : 6.12.2022

| SL No. | Description | HSN Code | Packing Kg/Lt. | Qty. | Rate | Amount |
|---|---|---|---|---|---|---|
| 1. | Anchor Set Cera | | 1kg | 5 | 330 | 1650 |
| 2. | Roff Bond Repair | | 5LT | 5 | 1325 | 6625 |
| 3. | Roff Tile adhesive T03 | | 20kg | 20 | 650 | 13,000 |
| | | | | | | 21,275 |
| | P.O NO. 94667/170511 5/12/22 | | | | | |
| | | | | | 9% SGST: | 1914.75 |
| | | | | | 9% CGST: | 1914.75 |
| | | | | | IGST : | |
| | (Rupees ..................................................) | | | | TOTAL | 25,104.50 |
| | GST NO. : **36AQCPM3317J1ZW** | | | Auto | 600 | 25,704.50 |

INWARD
Inward No. 19091 Dt. 6/12/22
GRN No: 114731 Dt. 7/12/22
Received By: Sign:

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 102368 Date: 8/12/22 Sign:

SUN AGENCY HYD

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

TS10 UC 1237

For **SUN AGENCY**

Authorised Signatory

# Purchase Order

 05-12-2022 14:26:21

94667
29.11.22 5:43:09

Div.Copy

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** | 94667 | 170511 |
| Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047 | **Doc Date** | 05-12-2022 | |
| | **Quote No** | NIL | |
| **GSTIN** 36AQCPM3317J1ZW | **Quote Date** | 02-12-2022 | |
| 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 | 626900 - CHEM-Chemical - Adhesive set--Cera - - - Kgs | 5.00 | 330.00 | 0.00 | 18.00 | 1,947.00 |
| 2 | 202200 - CHEM-Chemical - CC Bonding Agent--RBR Roff - 5Ltrs - Ltrs | 5.00 | 1,325.00 | 0.00 | 18.00 | 7,817.50 |
| 3 | 660200 - CHEM-Chemical - Tiles Adhesive--Roff - 25Kgs - Bag | 20.00 | 650.00 | 0.00 | 18.00 | 15,340.00 |
| | | | | | **Total Order Value . . .** | **25,104.50** |

Rupees : Twenty Five Thousand One Hundred Four and Paise Fifty 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality For Delay** | Nil |
| **Transportation** | Extra. |
| **Warranty** | Nil |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications.Above order for stock Replenishing 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 : 05/12/2022

Accepted the above Terms And Conditions
For *Sun Agency*

Name : ____________

Date : __/__/____

| | | | | | | |
|---|---|---|---|---|---|---|
| Requisition Form | | | | | | |
| Company Name: | SSLLP | Date: | 02.12.2022 | | | |
| Site & Phase : | SHLLP | Time: | | | | |
| Unit No./Block No. | | | | | | |
| Supplier: | | Req. No. | 170511 | | | |
| Material required before date: | | ID No. | 82149 | | | |
| S No | Item cera Anchar Sel. Chemical | Qty required | Qty available at site | Order Qty | Inward No | Inward Date |
| 1 | CHEM6602-Chemical-Tiles Adhesive---25Kgs-Bags 330 + 18% | 5 | 4 | 5 | | |
| 2 | CHEM2022-Chemical-CC Bonding Agent--RBR Roff-5Ltrs-Ltrs 1325 + 18% | 5 | 8 | 5 | | |
| 3 | CHEM9511-Chemicals-~~Stone Slab~~ Tile Adhesive---20Kgs-Bag roff 650 + 18% | 20 | 40 | 20 | | |
| 4 | | | | | | |
| 5 | Po :- 94667 | | | | | |
| 6 | Sun Agencies | | | | | |
| 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 DEC 2022
SOHAM MODI
MANAGING DIRECTOR