PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	28-12-22	Prepared by	Minish		Serial no.		12162
Supplier name	Sun Agency				HO inward no.		
Firm/Company	SS LLP	Project	SHLLP		HO received date		
PO/WO date	22-12-22	PO/WO No.	95295		Scan ID.		
Sl no.	Bill no.		Bill date		Bill amount		Original attached
1.	485		23-12-22		22,878/-		□ Yes □ No
2.							□ Yes □ No
3.							□ Yes □ No
4.							□ Yes □ No
Amount A – Bills total (Excluding Transport & Hamali Charges):							22,278/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report							
MRN nos.:	115455				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:							22,878/-
Amount E – PO / WO value:							22,278/-
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			2-01-23				
Remarks:			Final bill				

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		28 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. 36ACQFS2094C1Z7
SUMMIT SALES LLP
Secunderabad Del. Cherlapally

No. 485

Date 23.12.22

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1.	Roff Vertofix tile adhesive	3824 5090	20kg	20	650	13,000
2.	Laticrete tilegrout Silk	3214 1000	1kg	70	42	2,940
3.	Laticrete tilegrout white	3214 1000	1kg	70	42	2,940
						18,880
	P.O NO. 95295/170570 22/12/22				9% SGST:	1699.20
					9% CGST:	1699.20
					IGST :	
(Rupees ....)					TOTAL	22,278.40
GST NO. : 36AQCPM3317J1ZW				Auto		600.00
						22,878.40

INWARD
Inward No. 19171 Dt: 23/12/22
MRN No: 115435 Dt: 26/12/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST. IN WARD No: 1022228 Date: 23/12/22 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

SUN AGENCY HYD

Bank Details : TS10UC1237
ICICI Bank
Secunderabad Branch
A.C. No. : 004805011715
IFSC Code : ICIC0000048

For **SUN AGENCY**

Authorised Signatory

Purchase Order

 22-12-2022 14:40:33

95295

13.12.22 4:32:29

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 Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047 **GSTIN** 36AQCPM3317J1ZW 9394753918 9391787057	**Doc No**	95295	170570
	Doc Date	22-12-2022	
	Quote No	NIL	
	Quote Date	14-12-2022	
	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	20.00	650.00	0.00	18.00	15,340.00
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 . . .	**22,278.40**

Rupees : Twenty Two Thousand Two Hundred Seventy Eight and Paise Fourty 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 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 : 22/12/2022

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

Name : ____________

Date : __/__/____

Requisition Form							
Company Name:	SSLLP	Date:	14.12.22				
Site & Phase :	SHLLP	Time:					
Unit No./Block No.							
Supplier:		Req. No.	170570				
Material required before date:		ID No.	82696				
S No	Item	Qty required	Qty available at site		Order Qty	Inward No	Inward Date
1	CHEM6602-Chemical-Tile Adhesive - ??---20Kgs-Bags	20		35	20		
2	9/1/9 6251 CHEM7736-Chemical-Tile grout cement based-Silk--1Kg-Kgs	70		60	70		
3	CHEM1579-Chemical-Tile grout cement based-White--1Kg-Kgs	70		30	70		
4							
5							
6							
7							
8							
9							
10							
Remarks:	For Stock Replenishing Purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	Asha jyothi						
Approved By:	Minish						
Sign & Date:							

PO 95295

APPROVED BY
16 DEC 2022
SOHAM MODI
MANAGING DIRECTOR