PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	6-01-23	Prepared by	S.JaySudha	Serial no.	12848
Supplier name	Sun Agency			HO inward no.	
Firm/Company	SS LLP	Project	SHLLP	HO received date	
PO/WO date	23-12-22	PO/WO No.	95368	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	489	24-12-22	30,696/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	30,096/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	115461	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:	30,696/-
Amount E – PO / WO value:	30,096/-
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	16-01-23
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
06 JAN 2023
MANISH 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

Cell : 991276
9394753

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 ACQ FS 2044 01Z7

SUMMIT SALES LLP

Delivery at Cherlapally

No. 489 489

Date 24/12/22

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1	ROFF Tile Adhesive	3824 5090	20Kg	20	650.00	13000.00
2	Tile grout white	3214 1600	1Kg	70	42.00	2940.00
3	Tile grout silk	3214 1600	1Kg	70	42.00	2940.00
4	Bond Repair	4002 1100	5Ltr	5	1325	6625.00
	P.O 95368 23/10/22					25505.00
					9% SGST:	2295.45
					9% CGST:	2295.45
					IGST :	
					TOTAL	30096.00
					Add	600.00
						30696.00

INWARD
Inward No. 19181 Dt: 24/12
MRN No: 115461 Dt: 26/12/22
Received By: Sign:

(Rupees ....

SUMMIT SALES LLP

GST NO. : 36AQCPM3317J1ZW

SUN AGENCY

SUMMIT SALES LLP R.R. DIST. IN WARD No: 103231 Date: 27/12/22 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

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

TSIOUC 1237

For **SUN AGENCY**

K Phani

Authorised Signatory

Purchase Order

 23-12-2022 14:43:13

95368
13.12.22 4:32:58

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**	95368	170598
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	23-12-2022	
	Quote No	NIL	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	22-12-2022	
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	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
4	202200 - CHEM-Chemical - CC Bonding Agent--RBR Roff - 5Ltrs - Ltrs	5.00	1,325.00	0.00	18.00	7,817.50
				Total Order Value . . .		**30,095.90**

Rupees : Thirty Thousand Ninty Five and Paise Ninty 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 ...pally,Behind Kingston PG college, Hyderabad .none. 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 : 24/12/2022

Accepted the above Terms And Conditions

For ***Sun Agency***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	22.12.22			
Site & Phase :	SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170598			
Material required before date:		ID No.	82766			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM9489-Chemical-CC Bonding Agent----Ltrs	5	5	5		
2	CHEM6602-Chemical-Tile Adhesive - ??---20Kgs-Bags	20	5	20		
3	CHEM7736-Chemical-Tile grout cement based-Silk--1Kg-Kgs	70	59	70		
4	CHEM1579-Chemical-Tile grout cement based-White--1Kg-Kgs	70	18	70		
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 95368.

95295

APPROVED BY
23 DEC 2022
SOHAM MODI
MANAGING DIRECTOR