PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	6-01-23	Prepared by	S. JaySudha	Serial no.	12838
Supplier name	Sun Agency			HO inward no.	
Firm/Company	SS LLP	Project	SHLLP	HO received date	
PO/WO date	2-1-23	PO/WO No.	95690	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	508	3-1-23	25,380/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	24,780/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	115849	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:	25,380/-
Amount E – PO / WO value:	24,780/-
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:		APPROVED			
Sign:		06 JAN 2023			
Date		MANISH 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

SUN AGENCY

Cell : 9912769501
9394753918

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 M.G.Road Sec-bad
Delivered Summit Housing L.L.P. Chandanagar

No. 508
Date 3/1/23

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1	ROFF Bond Repiar	4002 1100	5 ltrs	05	1325.00	6625.00
2	ROFF Vetroelix	3824 5090	20 Kgs	20	650.00	13000.00
3	M.Y.K Crack fillepaste	3214 1000	1 Kg	05	275.00	1375.00
	P.O.NO 95690 170632 Date 2/1/23 Hemandra 9618244433					21000.00
					9% SGST:	1890.00
					9% CGST:	1890.00
					GST :	
	(Rupees Twenty Four Thousand seven Eighty Rupees only)				TOTAL	24,780.00
						600.00
	GST NO. : **36AQCPM3317J1ZW**					25380.00

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

19234 INWARD
Inward No: OUC 123 Dt: 3/1/23
MRN No: 115849 Dt: 6/1/23
Received By: Sign:
SUMMIT SALES LLP

For **SUN AGENCY**

K.Phani

Authorised Signatory

SUMMIT SALES INWARD No. 03777 Date: 6/1/23 R.BAD

Purchase Order

 03-01-2023 10:58:17

95690
27.12.22 3:29:44

py

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**	95690	170632
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	02-01-2023	
	Quote No	NIL	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	29-12-2022	
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	202200 - CHEM-Chemical - CC Bonding Agent--RBR Roff - 5Ltrs - Ltrs	5.00	1,325.00	0.00	18.00	7,817.50
2	660200 - CHEM-Chemical - Tiles Adhesive--Roff - 25Kgs - Bag	20.00	650.00	0.00	18.00	15,340.00
3	3107 - Chemicals - Crack Fill - NA - kgs *1kg packets*	5.00	275.00	0.00	18.00	1,622.50
				Total Order Value . . .		**24,780.00**

Rupees : Twenty Four Thousand Seven Hundred Eighty 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 : 03/01/2023

Accepted the above Terms And Conditions
For *Sun Agency*

Name : ____________

Date : __/__/____

95368

Requisition Form						
Company Name:	SSLLP	Date:	29.12.2022			
Site & Phase :	SHLLP	Time:	10:00:00			
Unit No./Block No.						
Supplier:		Req. No.	170632			
Material required before date:		ID No.	83026			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM9489-Chemical-CC Bonding Agent----Ltrs	5	9	5		
2	CHEM6602-Chemical-Tile Adhesive - ??---20Kgs-Bags PO:- 95690	20	33	20		
3	CHEM4169-Chemical-Crack fill---1Kgs-Pkts per packet	5	6	5		
4	powder 65+18%					
5						
6	paste 275+18%					
7						
8						
9						
10						
Remarks:	For Stock Replenishing purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	M.Asha jyothi					
Approved By:	Minish					
Sign & Date:						

APPROVED BY
30 DEC 2022
SOHAM MODI
MANAGING DIRECTOR