PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/01/23	Prepared by	Kalpana	Serial no.	13276
Supplier name	Sun Agency			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	11/01/23	PO/WO No.	96029	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	523	11/01/23	38,966/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	37,766/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.:	Proof of delivery matches MRN □ Yes □ No
Amount B –Other Credits : Transportation charges	1200/-
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	38,966/-
Amount E – PO / WO value:	37,766/-
Amount F – Difference (A – E):	–
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	23/01/23
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:		APPROVED 19 JAN 2023 MANISH PARIKH MANAGER PROCUREMENT			
Date					
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

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. 36ACQFS 2044 C1Z7
Summit Sales L.L.P Sec-bad
Delevaried Cherlapalli PO # 96029

No. 523

Date 11/1/23

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1	R.B.R (Bond Repiar)	4002 1100	5 ltr	05	1325.00	6625.00
2	Netroclix (TO3)	3824 5090	20kg	30	650.00	19500.00
3	Tilegrout (Silk)	3824 9900	1Kg	70	42.00	2940.00
4	Tilegrout white	3824 9900	1Kg	70	42.00	2940.00
	P.O No 96029					32005.00
	170675				9% SGST:	2880.45
	Date 11.1.23				9% CGST:	2880.45
					IGST :	

INWARD
Inward No: 9273 Dt: 11/1/23
Received By: HYD
Sign:
MRN 116247
SUMMIT SALES LLP
SUN AGENCY

(Rupees Thirty Eight Thousand Eight hundred Ninty Six Rupees)

TOTAL 37766.00
Actochey 1200.00
38966.00

GST NO. : 36AQCPM3317J1ZW

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

Cell no 9618244433
Hemanth
TS 1906 1234

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

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 104307
Date: 18/1/23
Sign:

For SUN AGENCY

K.Phani

Authorised Signatory

Purchase Order

 11-01-2023 14:03:38 Ori 96029

10.01.23 4:03:08

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**	96029	170675
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	11-01-2023	
	Quote No	NIL	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	07-01-2023	
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	30.00	650.00	0.00	18.00	23,010.00
3	625100 - CHEM-Chemical - Tile grout cement based-Silk-MYK - 1Kg - Kgs	70.00	42.00	0.00	18.00	3,469.20
4	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 . . .					**37,765.90**

Rupees : Thirty Seven Thousand Seven Hundred Sixty Five and Paise Ninty 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 : 12/01/2023

Accepted the above Terms And Conditions

For ***Sun Agency***

Name : ____________

Date : __/__/____

Requisition Form							
Company Name:	SSLLP						
Site & Phase :	SHLLP	Date:	07.01.2023				
Unit No./Block No.		Time:	11:00:00				
Supplier:							
Material required before date:		Req. No.	170675				
		ID No.	83334				
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	30	3	30			
3	CHEM7736-Chemical-Tile grout cement based-Silk--1Kg-Kgs	70	72	70			
4	CHEM1579-Chemical-Tile grout cement based-White--1Kg-Kgs	70	52	70			
5							
6							
7							
8							
9							
10							
Remarks:	For Stock Replenishing purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	M.Asha jyothi						
Approved By:	Minish						
Sign & Date:							

PO 96029.

APPROVED BY
09 JAN 2023
SOHAM MODI
MANAGING DIRECTOR