PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	20/01/2023	Prepared by	MINISH.	Serial no.	12658
Supplier name	Sun Agency.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	18/01/2023	PO/WO No.	96247	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	588	19/01/2023	32,828/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	31,412/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	116428-	Proof of delivery matches MRN	□ Yes □ No

Amount B –Other Credits : Transportation charges 1,200 +18%	~~1416/-~~ 1,200/-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	32,028/-
Amount E – PO / WO value:	30,828/-
Amount F – Difference (A – E):	1,200/-
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	30/01/2023.
Remarks:	

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
20 JAN 2023
MINISH 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

SUN AGENCY

Cell : 9912769501
9394753918

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.** 36ACQFS2044C1Z7

Summit sales LLP

Delivery at Cherlapalli, Hyderabad

No. 538

Date 19/1/23.

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1	Roff RBR	4002 1100	5ltrs	5Nos	1325	6625.00
2	Tile Adhesive (veltofix)	3824 5090	25kgs	30Nos	650	19500.00
						26,125
	P.O.No:- 96247/170708 Dated :- 18/1/2023					
					9% SGST:	2351.25
					9% CGST:	2351.25
					IGST :	

INWARD
Inward No. 19303 Dt 19/1/23
MRN No: 116428 Dt: 19/01/23
Received By: Sign:
SUMMIT SALES LLP

(Rupees Thirty four thousand twenty Eight Only)	TOTAL	30,828.00
GST NO. : **36AQCPM3317J1ZW**	Auto	1200.00
		32,028.00

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

SUMMIT SALES LLP R.R. DIST. IN WARD 104504 Date: 20/1/23 Sign:

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

TS 10UC 1237

SUN AGENCY HYD

For **SUN AGENCY**

Authorised Signatory

Purchase Order

 19-01-2023 10:41:00

96247
10.01.23 4:03:10

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**	96247	170708
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	18-01-2023	
	Quote No	NIL	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	12-01-2023	
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
					Total Order Value . . .	**30,827.50**

Rupees : Thirty Thousand Eight Hundred Twenty Seven 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 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

19/01/2023

Name :

Name :

Accepted the above Terms And Conditions

For ***Sun Agency***

Date : __/__/____

Requisition Form

Company Name:	SSLLP		
Site & Phase :	SHLLP	Date:	12.01.2023
Unit No./Block No.		Time:	11:00:00
Supplier:			
Material required before date:		Req. No.	170708
		ID No.	83533

PO 96246.
PO 96247

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD4934-Hardware-Bombay Nails ---50mm-Kgs	25	0	25		
2	HARD2155-Hardware-Bombay Nails ---62.50mm-Kgs	25	12	25		
3	CHEM6602-Chemical-Tile Adhesive - ??---20Kgs-Bags	30	13	30		
4	CHEM9489-Chemical-CC Bonding Agent----Ltrs	5	7	5		
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:				

APPROVED BY
13 JAN 2023
SOHAM MODI
MANAGING DIRECTOR