PURCHASE DIVISION
Advice for approval for credit to supplier

13110

Date:	28/01/23	Prepared by	Kalpana	Serial no.	13110
Supplier name	Sun Agency			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	23/01/23	PO/WO No.	96397	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	546	25/01/23	19409/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	18,809/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	116719	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:	19,409/-
Amount E – PO / WO value:	18,809/-
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	06/02/23
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
30 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

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. 36ACQ FS 2044 C1Z7

SUMMIT SALES LLP
Secunderabad Del Cherlapally

No. 546

Date 25.01.2023

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1.	Roff Tile adhesive vertofix	3824 5090	20kg	20	650	13,000
2.	Roff Tile grout white	3824 5090	1kg	70	42	2,940
						15,940
					9% SGST:	1434.60
					9% CGST:	1434.60
					IGST :	
					TOTAL	18809.20
				Auto	600	19409.20

Po NO 96397/170728
23/1/23

INWARD
Inward No. 19329 Dt: 25/1/23
MRN No: 116719 Dt: 27/01/23
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP IN WARD No. 10453 Date: 25/1/23 Sign: R.R. DIST.

(Rupees ....

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

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

SUN AGENCY HYD

For **SUN AGENCY**

Authorised Signatory

Purchase Order

Page(s) 1 Of 1 23-01-2023 15:45:54

96397
10.01.23 4:03:12

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**	96397	170728
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	23-01-2023	
	Quote No	NIL	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	21-01-2023	
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	660200 - CHEM-Chemical - Tiles Adhesive--Roff - 25Kgs - Bag	20.00	650.00	0.00	18.00	15,340.00
2	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 . . .	**18,809.20**

Rupees : Eighteen Thousand Eight Hundred Nine and Paise Twenty 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 : 24/01/2023

Name : ______

Accepted the above Terms And Conditions

For ***Sun Agency***

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	21.01.2023
Site & Phase :	SHLLP	Time:	11:00:00
Unit No./Block No.			
Supplier:		Req. No.	170728
Material required before date:		ID No.	83653

PO 0896397

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM6602-Chemical-Tile Adhesive - ??---20Kgs-Bags	20	38	20		
2	CHEM1579-Chemical-Tile grout cement based-White--1Kg-Kgs	70	55	70		
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: For Stock Replenising purpose

	Engineer	Project Manager	Purchase	MD
Prepared By:	M.Asha jyothi			
Approved By:	Minish			
Sign & Date:				

APPROVED BY
21 JAN 2023
SOHAM MODI
MANAGING DIRECTOR