PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	04/02/23	Prepared by	Kalpana	Serial no.	14115
Supplier name	Sun Agency			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	19/01/23	PO/WO No.	96292	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	540	20/01/23	3,900/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3,600/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 117025	Proof of delivery matches MRN: ☑ Yes ☐ No
Amount B – Other Credits : Transportation charges	300/-
Amount C – Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	3,900/-
Amount E – PO / WO value:	3,600/-
Amount F – Difference (A – E):	300/-
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	13/02/23
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:					
Date		06 FEB 2023			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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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 : 9912769...
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

Secunderabad Deliveryat Mallapur

No. 540

Date 20/1/2023

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1.	Silicon Sealents general purpose	3214 1000	280ml	20	152.54	3050.88
	P.O NO 96292/16753 19/1/23					
	Silver OAKS villas supplies to					
					9% SGST:	274.57
					9% CGST:	274.57
					IGST :	
	(Rupees ....)				TOTAL	3599.94
				Auto	300	3899.94

SUMMIT SALES LLP IN WARD No: 105102 Date: 2/2/23 Sign: R.R. DIST.

IN WARD Inward No: 10760 Dt: 2/2/23 MRN No: Dt: Received By: Sign:

SSLLP-SOV

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

(Pramohan HK Purpurg)

SUN AGENCY HYD

For **SUN AGENCY**

Authorised Signatory

Purchase Order

 19-01-2023 15:43:00

96292
10.01.23 4:03:11

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**	96292	167453
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	19-01-2023	
	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	675200 - HARD-Hardware - Silicone-General purpose sealant- - 280ml - Nos *multipurpose DR.fixit*	20.00	152.54	0.00	18.00	3,599.94
					Total Order Value . . .	**3,599.94**

Rupees : Three Thousand Five Hundred Ninty Nine and Paise Ninty Four 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	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for ACP sheets &bison boards hoardings fixing 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 : 20/01/2023

Accepted the above Terms And Conditions

For ***Sun Agency***

Name : ______________________

Date : __/__/____

Requisition Form						
Company Name:	Summit Sale LLP	Date:	12-01-2023			
Site & Phase :	Summit Housing LLP	Time:	15:50			
Unit No./Block No.						
Supplier:						
Material required before date:	Urgent	Req. No.	167453			
		ID No.	83462.			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	6' x 4'x (8 mm) Bison boards no's					
2	6' x4' x (12 mm) Bison board no's	7	0	7		
3	6' x4' x (18 mm) Bison board no's	5	0	5		
4	1.1/4" carriage bolts no's	2	0	2		
5	Silicon (multipurpose) Dr.Fixit	100	0	100		
6	Reflector stickers- bundles- Red	20	0	20		
7	Reflector stickers- bundles- Green	3	0	3		
8	Reflector stickers- bundles- White	3	0	3		
9	Reflector stickers- bundles- Yellow	3	0	3		
10		3	0	3		
Remarks:	For ACP sheets & Bison boards hoardings fixing purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Raju					
Approved By:						
Sign & Date:						

PO :- 96180 by selvaraj

675200 Hpo 6

PO 6 - 96292

Local purchase

475+181

Global safety

APPROVED

20 JAN 2023

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