PURCHASE DIVISION
Advice for approval for credit to supplier (E)

Date:	04/02/23	Prepared by	Ashajyothi	Serial no.	**14133**
Supplier name	Sun Agency			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	31/01/23	PO/WO No.	96647	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	557	02/02/23	23,810/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	23,010/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	116901	Proof of delivery matches MRN	☑ Yes □ No

Amount B –Other Credits : Transportation charges	800/-	800/-
Amount C –Other Debits :		—
Amount D (D=A+B-C) – Amount to be credited to the supplier:		23,810/-
Amount E – PO / WO value:		23,010/-
Amount F – Difference (A – E):		800/-
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:	Ashajyothi				
Sign:	[signature]				
Date	04/02/23				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
06 FEB 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

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 Del: Mallapur

No. 557
Date 02/02/2023

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1.	Roff Tile adhesive	3824 5090	20 kg	30	650	19,500
	P.O. NO. 96647/ 170769 31/1/23					
	INWARD Inward No. 19353 Dt: 2/2/23 MRN No: 116901 Dt: 2/02/23 Received By: Sign: SUMMIT SALES LLP				9% SGST:	1755
					9% CGST:	
					IGST :	
	(Rupees Twenty Three thousand Ten only)				TOTAL	23010
	GST NO. : **36AQCPM3317J1ZW**			Auto	800	23,810

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

SUMMIT SALES LLP R.R. DIST. IN WARD No: 10532 Date: 6/2/23 Sign:

SUN AGENCY HYD

For **SUN AGENCY**

Authorised Signatory

Purchase Order

 31-01-2023 17:25:19 Copy

96647
28.01.23 12:54:53

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**	96647	170769
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	31-01-2023	
	Quote No	NIL	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	28-01-2023	
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	30.00	650.00	0.00	18.00	23,010.00
					Total Order Value . . .	**23,010.00**

Rupees : Twenty Three Thousand Ten 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 replenishing 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 : 01/02/2023

Accepted the above Terms And Conditions
For *Sun Agency*
Name : ____________
Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	28.01.2023
Site & Phase :	SHLLP	Time:	11:00:00
Unit No./Block No.			
Supplier:		Req. No.	170769
Material required before date:		ID No.	83868.

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM6602-Chemical-Tile Adhesive - ??---20Kgs-Bags	30	15	30		
2	PO :- 96647					
3						
4						
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
30 JAN 2023
SOHAM MODI
MANAGING DIRECTOR