PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	09/02/23	Prepared by	Ashajyothi	Serial no.	14403
Supplier name	Sun agency			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	07/02/23	PO/WO No:	96883	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	568	07/02/23	37,290/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	36,090/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 117193 — Proof of delivery matches MRN	☑ Yes □ No
Amount B – Other Credits : Transportation charges 1200/-	1200/-
Amount C – Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	37,290/-
Amount E – PO / WO value:	36,090/-
Amount F – Difference (A – E):	1200/-
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:	Ashajyothi				
Date	09/02/23				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
13 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. 36 ACQFS 2044 C1Z7

Delivery Location Summit Sales L.L.P Secunderabad
Summit Housing L.L.P. Cherlapally Behind Kingston P.G. College

No. 568

Date 7/2/23

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1	ROFF (RBR)	4002 1100	5 lbs	05	1325.00	6625.00
2	ROFF (T03) Vetroefix	3824 5090	20 kg	30	650.00	19500.00
3	Tilegrout Cement Based	3824 9900	1 kg	30	42.00	1260.00
4	Crack fill paste	3214 1000	1 kg	10	320.00	3200.00
	P.O NO 96883/17081					
						30585.00
					9% SGST:	2752.65
					9% CGST:	2752.65
					IGST :	
					TOTAL	36090/-
					A/c	1200
						37290/-

(Rupees thirty seven thousand two hundred ninety rupees only)

GST NO. : **36AQCPM3317J1ZW**

SUMMIT SALES LLP IN WARD No: 105515 Date: 9/2 R.B.E

INWARD
Inward No. 19384 Dt: 7/2/23
MRN No: 117193 Dt: 8/2/23
Received By: Sign:
SUMMIT SALES LLP

7/2/23

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

Harendra
9618244433
TS09UB6557

SUN AGENCY HYD

For **SUN AGENCY**

K.Phai

Authorised Signatory

07-02-2023 10:40:09

Purchase Order

96883

28.01.23 12:54:55

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	96883	170801
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	Doc Date	07-02-2023	
	Quote No	NIL	
GSTIN 36AQCPM3317J1ZW	Quote Date	03-02-2023	
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	411900 - CHEM-Chemical - Tile grout cement based-White-MYK - 1Kg - Kgs	30.00	42.00	0.00	18.00	1,486.80
4	148600 - CHEM-Chemical - Crack fill--Dr. Fixit - 20Kgs - Kgs *1 kg- packets*	10.00	320.00	0.00	18.00	3,776.00
					Total Order Value . . .	**36,090.30**

Rupees : Thirty Six Thousand Ninty and Paise Thirty 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

07/02/2023

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For ***Sun Agency***

Date : __/__/____

Requisition Form

Company Name: SSLLP

Site & Phase : SHLLP

Unit No./Block No.

Supplier:

Material required before date:

Date: 03.02.2023

Time: 11:00:00

Req. No. 170801

ID No. 84088

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM9489-Chemical-CC Bonding Agent----Ltrs	5	6	5		
2	CHEM6602-Chemical-Tile Adhesive - ??---20Kgs-Bags	30	35	30		
3	CHEM4169-Chemical-Crack fill---1Kgs-Pkts	10	1	10		
4	CHEM1579-Chemical-Tile grout cement based-White--1Kg-Kgs	30	51	30		
5						
6						
7						
8						
9						
10						

PO 5 96883.
Per packet 1kg 320+18.1

Remarks: For Stock Replenishing purpose

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

APPROVED BY
04 FEB 2023
SOHAM MODI
MANAGING DIRECTOR