PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	11/02/23	Prepared by	Ashajyothi	Serial no.	14512
Supplier name	Sun-Agency			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	10/02/23	PO/WO No.	97044	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	569	11/02/23	36,984/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	35,784/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report ✓	

MRN nos.:	117319	Proof of delivery matches MRN	☑ Yes □ No

Amount B –Other Credits : Transportation charges 1200 + 18 %.	1,416/-
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	36,984/-
Amount E – PO / WO value:	35,784/-
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	20/02/23
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ashajyothi	APPROVED			
Sign:	Ashg	13 FEB 2023			
Date	11/02/23	MINISH PARIKH			
Approval limit	Upto 20k	MANAGER PROCUREMENT Above 20k	Above 100k	Upto 20k	Above 20k

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. 36 ACQFS 2044 C1Z7
Summit Sales L.L.P Secunderabad
Delivery at Summit housing L.L.P Cherlapally
Kingstone P.G. college, Hyderabad

No. 569

Date 11/2/23

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1	Roff (RBR)	4002 1100	SLM ~~4002 1100~~	0.5	1325.00	6625.00
2	Roff (T03) Vetroefix	3824 5090	20Kg	30	650.00	19500.00
3	Tile grout Cement Based (SILKY)	3824 9900	1Kg	50	42.00	2100.00
4	Tile grout Cement Based (White) 9/2/23	3824 9900	1Kg	50	42.00	2100.00
	PO NO 97044 17083					30325.00
					9% SGST:	2729.25
					9% CGST:	2729.25
					IGST :	.

INWARD
Inward No. 1941 Dt: 11/2/23
MRN No: 17319 Dt: 11/2/23
Received By: Sign:

SUMMIT SALES LLP

(Rupees Thirty six Thousand Nine hundred Eighty Three only)

TOTAL	35783.50
Auto	1200.00
	36983.50

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

TS09UB6557

For **SUN AGENCY**

K. Phani

Authorised Signatory

 10-02-2023 14:34:05 Oric

Purchase Order

97044
08.02.23 3:15:06

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**	97044	170833
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	10-02-2023	
	Quote No	NIL	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	09-02-2023	
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	50.00	42.00	0.00	18.00	2,478.00
4	625100 - CHEM-Chemical - Tile grout cement based-Silk-MYK - 1Kg - Kgs	50.00	42.00	0.00	18.00	2,478.00
	Total Order Value . . .					**35,783.50**

Rupees : Thirty Five Thousand Seven Hundred Eighty Three 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

10/02/2023

Name :

Accepted the above Terms And Conditions

For ***Sun Agency***

Name :

Date : __/__/____

Requisition Form

Company Name: SSLLP

Date: 09.02.2023

Site & Phase : SHLLP

Time: 11:00:00

Unit No./Block No.

Supplier:

Req. No. 170833

Material required before date:

ID No. 84211

PO 697044.

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM9489-Chemical-CC Bonding Agent----Ltrs	5	10	5		
2	CHEM6602-Chemical-Tile Adhesive - ??---20Kgs-Bags	30	17	30		
3	CHEM1579-Chemical-Tile grout cement based-White--1Kg-Kgs	50	51	50		
4	CHEM7736-Chemical-Tile grout cement based-Silk--1Kg-Kgs	50	84	50		
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
09 FEB 2023
SOHAM MODI
MANAGING DIRECTOR