PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/02/23	Prepared by	Ashajyothi	Serial no.	15229
Supplier name	Sun Agency			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	21/02/23	PO/WO No.	97370	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	583	22/02/23	39,845/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	38,645/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 117733 — Proof of delivery matches MRN	☑ Yes □ No
Amount B – Other Credits : Transportation charges 1,200 ~~+18%~~	~~1,416/-~~ 1,200/-
Amount C – Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	39,845/-
Amount E – PO / WO value:	38,645/-
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	06/08/23
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		28 FEB 2023			
Date		MINISH PARIKH MANAGER PROCUREMENT			
Approval limit	Upto 20k	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

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

Delivery at Cherlapally

No. 583

Date 22/2/23

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1.	Roff Bonding Agent	4002 1100	5	10	1325	13,250
2.	Tile adhesive	3824 5090	20kg	30	650	19,500
						32,750
	P.O NO 97370/170865 21/02/2022					
					9% SGST:	2947.50
					9% CGST:	2947.50
					IGST :	

INWARD
Inward No. 9460 Dt: 22/2/23
MRN No: 117733 Dt: 23/2/23
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD No. 106368 Date 22/2/23 Sign
R.R. DIST.

(Rupees Thirty eight Thousand six hundred forty five only)

TOTAL	38,645
GST NO. : **36AQCPM3317J1ZW**	1200
	39845

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

TS10UC
1237

SUN AGENCY HYD

For **SUN AGENCY**

Authorised Signatory

Purchase Order

 21-02-2023 16:02:33 Or

97370
08.02.23 3:48:30

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**	97370	170865
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	21-02-2023	
	Quote No	NIL	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	15-02-2023	
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	10.00	1,325.00	0.00	18.00	15,635.00
2	660200 - CHEM-Chemical - Tiles Adhesive--Roff - 25Kgs - Bag	30.00	650.00	0.00	18.00	23,010.00
	Total Order Value . . .					**38,645.00**

Rupees : Thirty Eight Thousand Six Hundred Fourty Five 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 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
22/02/2023
Name : ______

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

Requisition Form

Company Name:	SSLLP	Date:	15.02.2023
Site & Phase :	SHLLP	Time:	11:00:00
Unit No./Block No.			
Supplier:		Req. No.	170865
Material required before date:	97370	ID No.	84480

S No		Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	20220	CHEM9489-Chemical-CC Bonding Agent----Ltrs	10	5	10		
2	3132	CHEM6602-Chemical-Tile Adhesive - ??---20Kgs-Bags 97044	30	15	30		
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
16 FEB 2023
SOHAM MODI
MANAGING DIRECTOR