PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	01/03/2023	Prepared by	MINISH	Serial no.	15272
Supplier name	Sun Agency.			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	27/02/2023.	PO/WO No.	97588	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	586	27/02/2023	38,566/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	37,766/-		
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	117903 -	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:			38,566/-
Amount E – PO / WO value:			37,766/-
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	06/03/2023.		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		01 MAR 2023			
Date		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

SUN AGENCY

Cell : 9912769501
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. 36 ACQFS 2044 C1Z7
Summit Sales L.L.P, Sec-bad
Behind Kingston P.G. College Chenlapally

No. 526

Date ~~27/2/23~~ 27/2/23

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1	R.B.R	4002 1100	5ltr	5	1325.00	6625.00
2	Rocket S.T.A (TO3)	3824 5090	20kg	30	650.00	19500.00
3	Tile grout white	3824 9900	1kg	70	42.00	2940.00
4	Tile grout Silk	3824 9900	1kg	70	42.00	2940.00
	P.O.NO 97588 27/2/23					32005.00
					9% SGST:	2880.45
					9% CGST:	2880.45
					IGST :	

(Rupees Thirty Eight Thousand Six hundred Sixty six only)

TOTAL 37766.00

A/O 800.00

38566.00

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

TS1004 G 1227

INWARD
Inward No. 19472 Dt: 27/2/23
MRN No: 117903 Dt: 28/2/23
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP INWARD No. 106458 Date 01/3/23 R.R. DIST.

SUN AGENCY HYD

For **SUN AGENCY**

Authorised Signatory

Purchase Order

 27-02-2023 17:28:22 Original / Office Copy / Purchase Div.Copy

97588
16.02.23 5:15:18

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**	97588	170901
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	27-02-2023	
	Quote No	NIL	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	23-02-2023	
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	625100 - CHEM-Chemical - Tile grout cement based-Silk-MYK - 1Kg - Kgs	70.00	42.00	0.00	18.00	3,469.20
4	411900 - CHEM-Chemical - Tile grout cement based-White-MYK - 1Kg - Kgs	70.00	42.00	0.00	18.00	3,469.20
	Total Order Value . . .					**37,765.90**

Rupees : Thirty Seven Thousand Seven Hundred Sixty Five and Paise Ninty 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 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

Name : 28/02/2023

Accepted the above Terms And Conditions

For ***Sun Agency***

Name :

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	23.02.2023
Site & Phase :	SHLLP	Time:	11:00:00
Unit No./Block No.			
Supplier:		Req. No.	170901
Material required before date:		ID No.	84678

P0097588.

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM9489-Chemical-CC Bonding Agent----Ltrs	5	7	5		
2	CHEM6602-Chemical-Tile Adhesive - ??---20Kgs-Bags	30	10	30		
3	CHEM7736-Chemical-Tile grout cement based-Silk--1Kg-Kgs	70	50	70		
4	CHEM1579-Chemical-Tile grout cement based-White--1Kg-Kgs	70	81	70		
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
25 FEB 2023
SOHAM MODI
MANAGING DIRECTOR