PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	23/03/23	Prepared by	Ashajyothi	Serial no.	**15957**
Supplier name	Sun Agency			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	16/03/23	PO/WO No.	97840	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	606	18/03/23	23,954/-	☑ 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.: 118395 — Proof of delivery matches MRN	☑ Yes □ No
Amount B –Other Credits : Transportation charges 800+18%	944/-
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	23,954/-
Amount E – PO / WO value:	23,010/-
Amount F – Difference (A – E):	944/-
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	27/03/23
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		24 MAR 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

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.** 36ACQFS2044C1Z7

SUMMIT SALES LLP
Secunderabad Delivery Cherlapally

No. 606

Date : 18.3.2023

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1.	Roff Tileadhesive	3824 5090	20kg	30✓	650	19,500
	P.O. 97840 97840/16/3/23					
2.	Transportation for 600kg					800
						20,300
					9% SGST:	1827
					9% CGST:	1827
					IGST :	
(Rupees ....)					TOTAL	23,954

INWARD
Inward No. 19546 Dt: 18/3/23
MRN No: 118395 Dt: 19/3/23
Received By: Sign:
SUMMIT SALES LLP

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

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 10727
Date: 23/3/23
Sign:

For **SUN AGENCY**

Authorised Signatory

Purchase Order

   17-03-2023 10:20:47

97840
16.02.23 5:22:55

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
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047

GSTIN 36AQCPM3317J1ZW
9394753918   9391787057

Doc No	97840	170947
Doc Date	16-03-2023	
Quote No	NIL	
Quote Date	02-03-2023	
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 /	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*

17/03/2023

Accepted the above Terms And Conditions

Requisition Form

Company Name: SSLLP

Site & Phase : SHLLP

Unit No./Block No.

Supplier:

Material required before date:

Date: 02.03.2023

Time: 11:00:00

Req. No. 170947

ID No. 84882

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM6602-Chemical-Tile Adhesive - ??---20Kgs-Bags 650	30	15	30		
2						
3						
4						
5						
6						
7						
8						
9						
10						

sun 97370

PO :- 97840

Remarks: For Stock Replenishing purpose

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

APPROVED BY
04 MAR 2023
SOHAM MODI
MANAGING DIRECTOR