PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/10/22	Prepared by	Minish	Serial no.	**9462**
Supplier name	Sun Agency.			HO inward no.	
Firm/Company	Gree	Project	Innopolis	HO received date	
PO/WO date	15/9/22	PO/WO No.	91996	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	259	16/9/22	38,350/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	38,350/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 111813	Proof of delivery matches MRN: ☑ Yes ☐ No
Amount B –Other Credits : Transportation charges	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	38,350/-
Amount E – PO / WO value:	38,350/-
Amount F – Difference (A – E):	–
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	24/10/22
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
17 OCT 2022
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.

<u>**TAX INVOICE**</u>

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.** 36AAHGG4562D1ZP

GV Reserch Centres pvt ltd
MG. Road Secunderabad Delivery TURKA Pally

No. 259

Date 16.09.2022

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1.	Roff vertofix Tile adhesive P.O NO. 91996 15/09/22 6	3824 5090	20 kg	50 NO	650	32,500
					9% SGST:	2925
					9% CGST:	2925
					IGST :	

SUMMIT SALES LLP R.R. DIST. IN WARD No: 99940 Date: 4/10/22 Sign:

INWARD
Inward No: 9966 Dt: 16/9/22
MRN No: 11813 Dt: 17/9/22
Received By: Sign:
Genome Valley Research Center Pvt. Ltd.

(Rupees Thirty eight thosand and Three hundred fifty only)	**TOTAL** 38,350
GST NO. : **36AQCPM3317J1ZW** AUTO	fare 2,000

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

Genome Valley INNOPOLIS
Syno 542
TURKA pally
Nagamani 7981951035

For **SUN AGENCY**

Authorised Signatory

Purchase Order

91996
01.09.22 11:11:27

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-5000(
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
Sun Agency	**Doc No**	91996	206267
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	15-09-2022	
	Quote No	nil	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	14-09-2022	
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	660200 - CHEM-Chemical - Tiles Adhesive--Roff - 25Kgs - Bag	50.00	650.00	0.00	18.00	38,350.00
					Total Order Value . . .	**38,350.00**

Rupees : Thirty Eight Thousand Three Hundred 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	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
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 site use 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 *G V Reserch Centers Pvt Ltd*

Authorised Signatory

Name : 16/09/22

Accepted the above Terms And Conditions

For *Sun Agency*

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	GVRC	Date:	14.09.2022			
Site & Phase :	Innopolis	Time:	11:50			
Unit No./Block No.						
Supplier:		Req. No.	206267			
Material required before date:	15.09.2022	ID No.	79746			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM6602-Chemical-Tiles Adhesive--Roff -25Kgs-Bag PO:-91996	50	0	50		
2	CHEM4119-Chemical-Tile grout cement based-White-MYK-1Kg-Kgs PO:-91969	20	0	20		
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	Towards site office purpose					
	Engineer	Project Manager	APPROVED	Purchase		MD
Prepared By:	S.Nagamani		16 SEP 2022			
Approved By:	Mr.MAdhu					
Sign & Date:	14.09.2022		MINISH PARIKH MANAGER PROCUREMENT			

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SUN AGENCY

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TURKAPally
Nagamani 7981951035

For **SUN AGENCY**

Authorised Signatory