PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/10/22	Prepared by	prabhakar	Serial no.	9562
Supplier name	SUN-AGENCY			HO inward no.	
Firm/Company	MRMCP	Project	GMR	HO received date	
PO/WO date	22/09/22	PO/WO No.	92205	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	277	22/09	3274.50	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3274-50

Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	112391	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:	3274-50
Amount E – PO / WO value:	3274-50
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
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		prabhakar			
Sign:		APPROVED			
Date		18 OCT 2022			
Approval limit	Upto 20k	Above 20k P. PRABHAKAR Sr. MANAGER PURCHASE	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.

Cell : 9912769501
9394753918

TAX INVOICE

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. 36AAEFM 1459 R1ZP
Modi Reality, mallapur L.LP
M.G.Road Secundrabad

No. ~~8?305~~ 92205
277

Date 22/9/22

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1	Drfixit silicon sealant	3216 1000	280ml	15	185.00	2775.00
					9% SGST:	249.75
					9% CGST:	249.75
					IGST :	
(Rupees ....)					TOTAL	3274.50

INWARD
MODI REALTY MALLAPUR LLP
Ward No 9424 Dt. 22/9/22
MRN No 112391 Dt. 1/10/22
Received By ...... Sign..... 22/9/22

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: 99886
Date: 3/10/22
Sign:

For **SUN AGENCY**

Authorised Signatory

Purchase Order

 22-09-2022 2:13:54 PM

92205
16.09.22 3:01:07

Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderat
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
Sun Agency	**Doc No**	92205	193810
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	22-09-2022	
	Quote No	NIL	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	09-09-2022	
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 675200 - HARD-Hardware - Silicone-General purpose sealant- - 280ml - Nos	15.00	185.00	0.00	18.00	3,274.50
				Total Order Value . . .	**3,274.50**

Rupees : Three Thousand Two Hundred Seventy Four 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	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, Admin 9502211011
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 A aad B blocks fire panel doors gaps 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 *Modi Reality Mallapur LLP*

Authorised Signatory

Name : ______________

Accepted the above Terms And Conditions

For *Sun Agency*

Name : ______________

Date : __/__/____

Requisition Form						
Company Name	MRMLLP	Date	09-09-2022			
Site & Phase	GMR	Time	16:05			
Unit No./Block No.	B-Block					
Supplier:		Req. No.	193810			
Material required before date:	urgent	ID No	79638			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD6752-Hardware-Silicone-General purpose sealant--280ml-Nos — ~~800~~ 92205 ~~185~~	15	0	15		
2	ELCD9184-Electrical-Thermocol sheet---600X1200X12 MM-Nos 9~~2206~~	15	0	15		
3	HARD2100-Hardware-Silicone Gun----Nos — (280 mm)	1	0	1		
4						
5						
6						
7						
8						
9						
10						
Remarks:	For A & B Blocks fire panel doors gaps use purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Raja shekar					
Approved By:						
Sign & Date						

APPROVED
2 SEP 2022
P. PRABHAKAR
MANAGER PURCHASE

10 SEP 2022