

PURCHASE DIVISION
Advice for approval for credit to supplier

⑤

Date:	5-11-22	Prepared by	S. Jaysudha	Serial no.	10102
Supplier name	Sun Agency			HO inward no.	
Firm/Company	GVRCC Pvt. Ltd.	Project	Innapolis	HO received date	
PO/WO date	29.10.22	PO/WO No.	93361	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	353	30.10.22	19,770.00	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A – Bills total (Excluding Transport & Hamali Charges):					19,470.00
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.:	113217		Proof of delivery matches MRN	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B –Other Credits : Transportation charges					300
Amount C –Other Debits :					—
Amount D (D=A+B-C) – Amount to be credited to the supplier:					19,770.00
Amount E – PO / WO value:					19,470.00
Amount F – Difference (A – E):					300
Quantity received as per PO /WO		<input type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other			
Payment – due date		14-11-22			
Remarks: Final bill					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	S. Jaysudha	APPROVED			
Sign:	<i>Jaysudha</i>	05 NOV 2022			
Date	5-11-22	MINISH PARIKH			
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

Cell : 9912769501
9394753918

SUN AGENCY



Authorised Wholesale Stockist : Dr. Fixit, Roff, Mykarment Consturction Chemicals
A Division of Pidillite 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. 36AQCPM 3317 J1ZW G.V. Research Center Pvt Ltd Secundra bad Delovarial Genome Valley Thurakapali		No. 353		Date 30.10.22	
SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1	Cera Anchor set		1kg	50	330.00	16500.00
(Rupees Nineteen Thousand and seven hundred seventy only) U.S.T. NO 36AAHC 0462 DIZ 					9% SGST:	1485.00
					9% CGST:	1485.00
					IGST :	
					TOTAL	19,470.00
GST NO. : 36AQCPM3317J1ZW					Auto	300.00
						19,770.00
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						

INWARD
Inward No: 10325 Dt: 30/10/22
MRN No: 113217 Dt: 31/10/22
Received By: Ashok Sign: [Signature]
Genome Valley Research Center Pvt. Ltd.

SUNMIT SALES LLP
IN WARD
No: 101053
Date: 5/11/22
Sign: [Signature]
R.A. DIST.

Bank Details :
ICICI Bank
Secunderabad Branch
A.C. No. : 004805011715
IFSC Code : ICIC0000048

Site engineer
7981951035

For **SUN AGENCY**
Authorised Signatory

Purchase Order

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29-10-2022 12:52:21

Purchase Div.Copy

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

**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	93361	206380
Doc Date	29-10-2022	
Quote No	NIL	
Quote Date	28-10-2022	
SupplyType	Supply	

Kind Attn : D.J.Kumar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 626900 - CHEM-Chemical - Adhesive set--Cera - - - Kgs	50.00	330.00	0.00	18.00	19,470.00
Total Order Value . . .					19,470.00

Rupees : Nineteen Thousand Four Hundred Seventy 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**Penalty 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 3600 footings dowels 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.'*Sun Agency Hyderabad*For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Name : _____

29/10/22

Name : _____

Accepted the above Terms And Conditions

For **Sun Agency**

Date : ___/___/___

Sun Agency Hpd @gmail.com

Requestion Form		Date:	28.10.2022	Time:	12.20	
Company Name:	GVRC	Req. No.	206380	ID No.	80910	
Site & Phase :	Inaopolis	Qty required	50	Qty available at site	0	
Unit No./Block No.		Order Qty	50	Inward No		
Supplier:		Inward Date				
Material required before date:	urgent					
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM6269-Chemical-Adhesive set--Cera --Kgs (Lockset Chemical)	50	0	50		
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:		Towards 3600footings dowels purpose				
Engineer		Project Manager				MID
Prepared By:		MR. Madhu				
Approved By:		MR. Madhu				
Sign & Date:		28.10.2022				

90% (9326)

Approved
 29 OCT 2022
 Project Manager
 Madhu

23/10