PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/11/22	Prepared by	Venkatesh	Serial no.	
Supplier name	Sun Agency			HO inward no.	
Firm/Company	MRMLLP	Project	GMR	HO received date	
PO/WO date	07/11/22	PO/WO No.	93714	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	384	8/11/22	2,360 /-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,360 /-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	113563	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:	2,360
Amount E – PO / WO value:	2,360
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	28/11/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Vemu			
Sign:		[signature]			
Date		APPROVED 22 NOV 2022 P. VENKATESWARLU MANAGER PURCHASE			
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

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 AAEFM 1459 R1ZP
Modi Reality Mallapur
Delavarids Excelmohar Residency Mallapur

No. 384

Date 8/11/22

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1	Nitobond EP Bonding Agent (S.B.R)	4002 1100	1 ltrs	05	400	2000.00
	P.O NO 93714 / 208215 Date 7/11/22					
					9% SGST:	180.00
					9% CGST:	180.00
					IGST :	
(Rupees Two Thousand three hundred Sixty Rupees only)					TOTAL	2360.00
						200.00
GST NO. : **36AQCPM3317J1ZW**						2560.00

INWARD
MODI REALTY MALLAPUR LLP
9914 Dt. 8/11/22
Ward No
MRN No 113563 Dt. 8/11/22
Received By ... Sign..... 8/11/22

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: 10319
Date: 13/11/22
Sign:

For **SUN AGENCY**

K. Phani

Authorised Signatory

Purchase Order

 17-11-2022 10:47:19 AM

93714

01.11.22 2:54:36

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

Supplier Details			
Sun Agency	**Doc No**	93714	208215
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	07-11-2022	
	Quote No	nil	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	07-11-2022	
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	120500 - CHEM-Chemical - Nitobond EP Bonding agent--Fosroc - 1ltr - Nos	5.00	400.00	0.00	18.00	2,360.00
					Total Order Value . . .	**2,360.00**

Rupees : Two Thousand Three Hundred Sixty 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 _______, 8309938133
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 H-block door frame fiing work 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

Venurdh 08/11/22

Name : ______________________

Accepted the above Terms And Conditions

For ***Sun Agency***

Name : ______________________

Date : __/__/____

... Name: MRMLLP

Site & Phase	GMR		
Unit No./Block No.	Towards H-block door frame fixing work purpose	Date:	2022-07-11
Supplier:		Time:	
Material required before date:			
S No	Item	Req. No	208215
		ID No.	

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD1916-Hardware-SS Screws -CSK Head--6x50MM-Pkts	10	0	10		
2	HARD1898-Hardware-SS Screws-CSK Head--8x32MM-Pkts 93709	10	0	10		
3	CHEM4746-Chemical-Araldite---450gms-Nos → 93704	10	0	10	9950	10/11/22
4	CHEM1205-Chemical-Nitobond EP Bonding agent--Fosroc-1ltr-Nos → 93714.	5	0	5	9914	8/11/22
5						
6						
7						
8						
9						
10						

Remarks: Towards H-block door frame fixing work purpose

	Engineer	Project Manager	Purchase	MD
Prepared By:	G.Bhagath			
Approved By:		Ram prasad		
Sign & Date:				

93709
93701

APPROVED BY
NOV 2022
M. RAM PRASAD (GMR)
Project Manager