PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/12/22	Prepared by	Minish	Serial no.	**11708**
Supplier name	Sun Agency			HO inward no.	
Firm/Company	GVDC	Project	Gennopolis	HO received date	
PO/WO date	07/12/22	PO/WO No.	94785	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	457	8/12/22	40,150/-	☑ 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.: 114766 — Proof of delivery matches MRN	☑ Yes □ No
Amount B –Other Credits : Transportation charges	1800/-
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	29/12/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		22 DEC 2022			
Date		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

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. 36AAHCG4940K1ZC

GV DISCOVERY Center pvt Ltd

Hyderabad synergy Square1 Delivery Shamirpet

No. 457

Date 8/12/2022

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1.	Roff Tile adhessive	3824 5090	20kg	50	650	32,500
	TS12UB 7363					
	P.O. NO. 94785/196301 7/12/2022					
					9% SGST:	2925
					9% CGST:	2925
					IGST :	
	(Rupees ....)				TOTAL	38,350
	GST NO. : 36AGCRM3317J1ZW			Auto	1800	40,150

INWARD
Inward No: 1853 Dt: 8/12/22
MRN No: 114766 Dt: 8/12/22
Received By: Ranjan Nath
Sign:
Genome Valley Discovery Center Pvt. Ltd.

SUMMIT SALES R.D. IN WARD No: 10237 Date: 9/12 Sign:

SUN AGENCY HYD

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

NIHARIKA
8125509498
SUBBA REDDY
7679808777

For SUN AGENCY

Authorised Signatory

Purchase Order

 07-12-2022 14:46:16 v.Copy

94785
29.11.22 5:48:27

From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunder
G S T No. : 36AAHCG4940K1ZC

Supplier Details			
Sun Agency	**Doc No**	94785	196301
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	07-12-2022	
	Quote No	NIL	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	06-12-2022	
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 *20kg*	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 /	All items shall be of ___ brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	119, 191 Synergy Square 1 - Phone. -
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 southside staircase side wall tiles finishinh 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 ***G V Discovery Center Pvt Ltd***

Authorised Signatory

Name : 08/12/2022

Accepted the above Terms And Conditions

For ***Sun Agency***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	GV DISCOVERY Center Pvt ltd	Date:	06-12-2022			
Site & Phase :	Genopolis	Time:	11:30 AM			
Unit No./Block No.						
Supplier:		Req. No.	196301			
Material required before date:	urjent	ID No.	82206			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM6602-Chemical-Tiles Adhesive--Roff -25Kgs-Bag STA PO 94785	50	0	50		
2	CHEM5153-Chemical-Jantha Paste-Epoxy--Bharat Polymers-400gms-Nos PO 94777	20	0	20		
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	Towards southside staircase side wall tiles finishing work purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	P.niharika					
Approved By:	Subba reddy					
Sign & Date:	05-12-2022					

APPROVED
08 DEC 2022
MINISH PARIKH
MANAGER - PROCUREMENT