PURCHASE DIVISION
Advice for approval for credit to supplier

C

Date:	22/12/22	Prepared by	Minish	Serial no.	**11711**
Supplier name	Sun Agency			HO inward no.	
Firm/Company	GVDC	Project	Greenopolis	HO received date	
PO/WO date	12/11/22	PO/WO No.	93893	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	395	12/11/22	1491/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	991/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	113854	Proof of delivery matches MRN	☑ Yes □ No

Amount B –Other Credits : Transportation charges	500/-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	991/-
Amount E – PO / WO value:	991/-
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:					
Date		22 DEC 2022			
Approval limit	Upto 20k	Above 20k MINISH PARIKH MANAGER PROCUREMENT	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 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 AA HCG 4940 K1ZC

G.V. Discovery Centerpvt Ltd
Secunderabad
119, 191 Synergy Square

P.O.NO. 93893

No. 395

Date 12.11.2022

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1.	MYK Cement grout	3214 1000	1kg	20	42.00	840
	93893					
	INWARD Inward No: 495 Dt: 13/11/22 GRN No: 113354 Dt: 16/11/22 Received By: Sign: Nizam Genome Valley Discovery Center Pvt. Ltd.		SUMMIT SALES LLP R.R. DIST. INWARD No. 02282 Date: 7/12/22 Sign:		9% SGST:	75.60
					9% CGST:	75.60
					IGST :	
	(Rupees ....)				TOTAL	991.20
	GST NO. : 36AQCPM3317J1ZW			Acf o	500	1491.20

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

SUN AGENCY HYD

For **SUN AGENCY**

Authorised Signatory

Purchase Order

 12-11-2022 10:50:57

93893
01.11.22 3:03:48

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

Supplier Details			
Sun Agency	**Doc No**	93893	196278
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	12-11-2022	
	Quote No	NIL	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	10-11-2022	
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	127800 - CHEM-Chemical - Tile grout cement based-Other-MYK - 1Kg - Kgs *Black*	20.00	42.00	0.00	18.00	991.20
					Total Order Value . . .	**991.20**

Rupees : Nine Hundred Ninty One and Paise Twenty 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	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 south side lobby tiles 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 : 12/11/22

Accepted the above Terms And Conditions

For ***Sun Agency***

Name : ______________

Date : __/__/____

Requisition Form		Date:	10-11-2022			
Company Name:	GV Discovery Center pvt ltd	Time:	3:30 PM			
Site & Phase :	Genopolis					
Unit No./Block No.		Req. No.	196278			
Supplier:		ID No.	81442			
Material required before date:	urjent					
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM1278-Chemical-Tile grout cement based-Other-MYK-1Kg-Kgs Black PO 93892	20	0	20		
2	CHEM4119-Chemical-Tile grout cement based-White-MYK-1Kg-Kgs PO 93892.	20	0	20		
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	For south side lobby tiles purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	P.niharika					
Approved By:	Subba reddy 10-11-2022					
Sign & Date:						

APPROVED
12 NOV 2022
MINISH PARIKH
MANAGER PROCUREMENT