PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	23/12/22	Prepared by	Venkatesh	Serial no.	**12051**
Supplier name	Sun Agency			HO inward no.	
Firm/Company	MRMLLP	Project	GMR	HO received date	
PO/WO date	10/12/22	PO/WO No.	94885	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	465	12/12/22	36,318/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	35,518/-

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

MRN nos.:	114955	Proof of delivery matches MRN	☑ Yes □ No

Amount B –Other Credits : Transportation charges	800/-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	35,518/-
Amount E – PO / WO value:	35,518/-
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	02/01/23
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Venk			
Sign:		APPROVED			
Date		23 DEC 2022			
Approval limit	Upto 20k	Above 20k P. VENKATESHWARLU 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.

TAX INVOICE

SUN AGENCY

Cell : 9912769501
9394753918

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 AAEFM1459R1ZP

MODI REALITY MALLAPURLLP

Secbad Delivery Mallapur

No. 465

Date : 12.12.2022

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1	Roff Vertofix	3824 5090	20kg	30	650	19,500
2.	Roff Bonding Agent RBR	4002 1100	5Lt	8	1325	10,600
						30,100
	P.O.NO. 94885/208450 10/12/22					
					9% SGST:	2709
					9% CGST:	2709
					IGST :	
	(Rupees ....)				TOTAL	35,518
	GST NO. : 36AQCPM3317J1ZW			Auto	800	36,318

INWARD
MODI REALTY MALLAPUR LLP
Ward No 10301 DL 12/12/22
MRN No 114955 Dt 13/12/22
Received By Sign 12/12/22

SUMMIT SALES LLP
IN WARD
No: 102595
Date: 21/12/22
Sign:
R.R. DIST

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

AB10UC
1237

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

For **SUN AGENCY**

Authorised Signatory

Purchase Order

 10-12-2022 2:59:24 PM v.Copy

94885
29.11.22 5:53:07

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

Supplier Details			
Sun Agency	**Doc No**	94885	208450
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	10-12-2022	
	Quote No	nil	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	08-12-2022	
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	202200 - CHEM-Chemical - CC Bonding Agent--RBR Roff - 5Ltrs - Ltrs	8.00	1,325.00	0.00	18.00	12,508.00
2	951100 - CHEM-Chemical - Stone Slab Adhesive-- - 20Kgs - Bag	30.00	650.00	0.00	18.00	23,010.00
					Total Order Value . . .	**35,518.00**

Rupees : Thirty Five Thousand Five Hundred Eighteen 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	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for G block 307,305,304,303 & lift cladding 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

Name : Vasanth 10/12

Accepted the above Terms And Conditions

For ***Sun Agency***

Name : ____________________

Date : __/__/____

Requisition Form							
Company Name:	MRMLLP	Date:	08.12.22				
Site & Phase :	GMR	Time:	16.00.00				
Unit No./Block No.	G block 307,305,304,303 & F block lift cladding						
Supplier:		Req. No.	208445				
Material required before date:	12.12.22	ID No.	82306				
S No	Item 94887	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	CHEM4746-Chemical-Araldite---450gms-Nos	20	0	20			
2	CHEM2022-Chemical-CC Bonding Agent--RBR Roff-5Ltrs-Ltrs	8	0	8			
3	CHEM4119-Chemical-Tile grout cement based-White-MYK-1Kg-Kgs	40	0	40			
4	CHEM6251-Chemical-Tile grout cement based-Silk-MYK-1Kg-Kgs 94879	40	0	40			
5	TOOL7173-Tools-Plastic Gampa ---425MM-Nos	5	0	5			
6	CHEM9511-Chemicals-Stone Slab Adhesive---20Kgs-Bag	30	0	30			
7	PAIN9331-Paints -Black Oxide--Asian-1Kg -Bags	1	0	1			
8	PAIN3520-Paints -Red Oxide--Asian-1Kg-Bags 94885.	1	0	1			
9							
10							
Remarks:	Towards G block 307,305,304,303 & lift cladding work purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	Nagendar	Ram prasad					
Approved By:		09 DEC 2022		APPROVED 10 DEC 2022 P. VENKATESHWARLU MANAGER PURCHASE			
Sign & Date:	08.12.22						