PURCHASE DIVISION

Advice for approval for credit to supplier

(E)

Date:	28-12-22	Prepared by	Minish	Serial no.	12169
Supplier name	Sun Agency			HO inward no.	
Firm/Company	GVRC	Project	Innopolis	HO received date	
PO/WO date	20-12-22	PO/WO No.	95209	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	482	21-12-22	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.:	115300	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:	40,150/-
Amount E – PO / WO value:	38,350/-
Amount F – Difference (A – E):	1800/-
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	2-01-23
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		28 DEC 2022			
Date		MINISH PARIKH MANAGER PROCUREMENT			
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 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. 36AAHCG4562D1ZP

GV Reaserch Centers PVT Ltd
Secunderabad
Delivery: INNOPOLIS

No. 482

Date : 21.12.2022

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1.	Roff Tile adhesive Vert ro fix	3824 5090	20kg	50 Nos	650/-	32,500
	P.O. NO. 95209/206558 20/12/2022					
					9% SGST:	2925
					9% CGST:	2925
					IGST :	
(Rupees ....)					TOTAL	38,350
GST NO. : **36AQCPM3317J1ZW**				AUTO	1800	40,150

INWARD
Inward No: 10870 Dt: 21/12/22
MRN No: 115300 Dt: 22/12/22
Received By: Sign:
Genome Valley Research Center Pvt. Ltd.

SUMMIT SALES LLP IN WARD No: 103185 Date: 26/12/22 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

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

Nagamani
7981951035

SUN AGENCY HYD

For SUN AGENCY

Authorised Signatory

Purchase Order

 20-12-2022 15:32:23

95209
13.12.22 4:23:05

From Company :	**G V Reserch Centers Pvt Ltd** 5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-! 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**	95209	206558
	Doc Date	20-12-2022	
	Quote No	NIL	
	Quote Date	19-12-2022	
	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 *20 kg's*	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 /	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
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 4545 block lobby 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 Reserch Centers Pvt Ltd*

Authorised Signatory

Name : 21/12/2022

Accepted the above Terms And Conditions

For *Sun Agency*

Name : ______

Date : __/__/____

Requisition Form

Company Name	GVRC	Date	19.12.2022				
Site & Phase	Innopolis	Time	11 04				
Unit No /Block No							
Supplier		Req. No.	206558				
Material required before date		ID No	82606				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	CHEM5170-Chemical-Tiles Adhesive---25Kgs-Bags ✗ 20Kgs P.O. 95209.	50	0	50			
2	CHEM2311-Chemical-Araldite---450gms-Nos	10	0	10			
3	CHEM9548-Chemical-Jantha Paste Epoxy--Bharat Polymers-400gms-Nos	6	0	6			
4	P.O. no. 95195						
5							
6							
7							
8							
9							
10							
Remarks:	Towards 4545 block lobbby purpose						
	Engineer	Project Manager	Purchase		MD		
Prepared By:	Mr.Madhu						

APPROVED
21 DEC 2022
MINISH PARIKH
MANAGER PROCUREMENT

73626