PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	10/01/23	Prepared by	Venkatesh	Serial no.	12802
Supplier name	Sun Agency			HO inward no.	
Firm/Company	MRMLLP	Project	GME	HO received date	
PO/WO date	31/12/22	PO/WO No.	95650	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	509	4/01/23	28045/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	26,845/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 115885	Proof of delivery matches MRN: ☑ Yes □ No
Amount B –Other Credits : Transportation charges	1200/-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	26,845/-
Amount E – PO / WO value:	26,845/-
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	16/01/23
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Veeru			
Sign:		APPROVED			
Date		11 JAN 2023			
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. 36 AAEFM 1459 R1ZP
Modi Reality Mallapur LLP
Delivered Gulmohar Residency, Mallapur

No. 509

Date 4/1/23

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1	ROFF Vetroefix	3824 5090	20kg	35	650	22750.00
	Cell No 8309938133					
	P.O No 956501 208642					
	Cell No 8309938133					
					9% SGST:	2047.50
					9% CGST:	2047.50
					IGST :	
(Rupees ....)					TOTAL	26845.00
					Attachment (2 DRPS)	1200.00
GST NO. : 36AQCPM3317J1ZW						28045.00

INWARD MODI REALTY MALLAPUR LLP
Inward No 10540 Dt. 4/1/23
MRN No 115885 Dt. 6/1/23
Received By...... Sign......

SUMMIT SALES LLP R.R. DIST.
INWARD No. 85804 Date: 4/1/23 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

TS10U 1237

For **SUN AGENCY**

K Phani

Authorised Signatory

 04-01-2023 10:30:19 AM

Purchase Order

95650

27.12.22 3:29:43

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**	95650	208642
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	31-12-2022	
	Quote No	nil	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	30-12-2022	
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	951100 - CHEM-Chemical - Stone Slab Adhesive-- - 20Kgs - Bag	35.00	650.00	0.00	18.00	26,845.00
					Total Order Value . . .	**26,845.00**

Rupees : Twenty Six Thousand Eight Hundred Fourty Five 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

Accepted the above Terms And Conditions

For ***Sun Agency***

Name : ____________________

Name : ____________________

Date : __/__/____

Requisition Form

Company Name	MRMLLP	Date:	30.12.22			
Site & Phase :	GMR	Time:	2:00			
Unit No./Block No.	D-block					
Supplier:		Req. No.	208642			
Material required before date:	urgent	ID No.	82998.			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM5153-Chemical-Granite Adhesive----	35	0	35		
2						
3						
4	95650					
5						
6						
7						
8						
9						
10						
Remarks:	For D- block passenger lift granite cladding work purpose at GMR site.					
	Engineer	Project Manager		Purchase	MD	
Prepared By:	Rahul.T (9676374400)	Ram prasad				
Approved By:	T. Rahul					
Sign & Date:	22.12.22					

APPROVED
31 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE