PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/3/23	Prepared by	Deepa	Serial no.	15807
Supplier name	Sai Agency			HO inward no.	
Firm/Company	MMRK-Wp	Project	GHT	HO received date	
PO/WO date	7/3/23	PO/WO No.	20230307023	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	602	10/3/23	900/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	900/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 202303H006	Proof of delivery matches MRN: ☑ Yes □ No
Amount B –Other Credits : Transportation charges	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	900/-
Amount E – PO / WO value:	900/-
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	20/3/23
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deepa				
Sign:	[signature]				
Date	14/3/23				
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

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 ABLFM 7631 F1Z3
mehta & modi Realty Kowkur LLP
Kowkor

No. 602
PO No → 20230307023
Date 10/3/23

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1	Silicon general purpose sealant	3214 1000	280ml	5	152.54	762.70
					9% SGST:	68.64
					9% CGST:	68.64
					IGST :	
					TOTAL	900/-

INWARD Inward No 13913 10/03/23 MRN No: Received By: MEHTA & MODI REALTY KOWKUR LLP 13:37

SUMIT SALES LLP R.R. DIST. INWARD No. 106978 Date: 14/3/23 Sign:

(Rupees Nine hundred Rupees only)

GST NO. : 36AQCPM3317J1ZW

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

MRN → 20230311006
11/03/2023

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

For SUN AGENCY

K.Phani

Authorised Signatory

Purchase Order

Original

From Company:	Mehta & Modi Realty Kowkur LLP 5-4-187/3&4, IInd FloorSoham MansionM.G.Road Secunderabad,TELANGANA,500003 GSTNO:36ABLFM7631F1Z3	Delivery Location:	Greenwood Heights Sy.No. 196, Kowkur, Bollarum Hyderabad,Telangana,500010 A.Suresh,9502232100

Supplier Details				
Sun Agency shop no.2, H.NO -21-91street no 10, Uttam nagarMalkajgiri secunderabad,TG,500047 GSTIN:36AQCPM3317J1Z Mr.D.J.Kumar,9391787057 sunagencyhyd@gmail.com	PO No	20230307023	Quote No	Nil
	PO Date	07 Mar 2023	Quote Date	09 Mar 2023
	Supply Type			

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	HARD2058-Hardware-Silicone-General purpose sealant--280ml-Nos	5.00	152.54	0%	763	0%	9%	9%	0	69	69	900
								Total Amount ...	0	69	69	900

Rupees in words : Eight Hundred And Ninety Nine .nine Nine PaiseOnly.

Terms and Conditions:-

Payment Terms :	After delivery and production of bill.
Tax :	Inclusive of GST and all other taxes.
Delivery Date :	Within 2 days of PO
Delivery Location :	As per details given above
Transport:	Vendor to arrange transport. OR Purchaser to arrange transport at its cost.
Transportation Cost :	Included.
Advance Paid :	Nil.
Bill submission:	Vendor Shall submit proof of delivery+originak invoice at head office of purchaser

Remarks : Expand joint filling work purpose.

For Mehta & Modi Realty Kowkur LLP	Accepted the above Terms And Conditions For
Authorised Signatory	
Name :-	
Sign:-	
Date :-	Date :-

APPROVED
10 MAR 2023
P. VENKATESHWARLU
MANAGER PURCHASE

Requisition Form

Company Name	Mehta & Modi Realty Kowkur LLP	Date	06 Mar 2023
Site Or Phase	Greenwood Heights	Time	04:01:12
Flat/Villa/Other	A	Req.No.	142708
Material required before date		ID No	20230306022

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	HARD2058-Hardware-Silicone-General purpose sealant--280ml-Nos	5.00	0	5.00	189.00		

Remarks: Expand joint filling

Sun Agency - 152-54+18-1

Prepared By :- Devi

Sign:-

Date :- 06 Mar 2023

Approved By:-

APPROVED

Sign:-

07 MAR 2023

Date:-

P. VENKATESHWARLU
MANAGER PURCHASE

Note: On receipt of material at site write inward number and date in last two columns

07/03/23 10:54:50 AM