



My Company



# ADVANCE REQUEST FORM

Requestor Name : Aye Thandar Htwe  
 Department Name :  
 Payment Date : 2024-12-05  
 Payment Voucher : ADV-BMC-2024-12-00016  
 No  
 Payment Method : Cash/Bank  
 Payment Amount : 150000.0  
 Currency : MMK  
 Exchange Rate : 4,500.0

Budget Type : Include Budget  
 Payment Type : Advance Payment  
 Advance Due Date :  
 Prepared By : BMC Budget Requestor  
 Superior Approved : BMC Spart DH  
 By  
 Last Approved By : Aye Min Htun

| No. | Description  | Department               | Request Amount | Remark |
|-----|--|--------------------------|----------------|--------|
| 1   | SPO/MC/PT/2024/12/001 Carburetor-CM271501L-1pc-150000MMK | Spart<br>Department(BMC) | 150,000.00     |        |

Expense Total : 150,000.00 K ✓  
 Amount Remain : 150,000.00 K

Note:

Superior Check By: *Ming*  
 Name : *Min Htun Htun* Name : *Phwe Thwe Mar*  
 NRC No : *7/11/PT/2024/12/008* NRC No :  
 Date : \_\_\_\_\_ Date : *9.12.2024* Date :  
 Remark : \_\_\_\_\_ Remark :  
 GM/AGM: \_\_\_\_\_ Name : \_\_\_\_\_  
 Name : \_\_\_\_\_ NRC No : \_\_\_\_\_  
 Date : \_\_\_\_\_ Date : \_\_\_\_\_  
 Remark : \_\_\_\_\_ Remark : \_\_\_\_\_  
 COO: *11/12/24*  
 Name : \_\_\_\_\_  
 NRC No : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Remark : \_\_\_\_\_  
*Phyo Ko Ko (OM)*  
*9.12.24*



# LOCAL INVENTORY PURCHASE REQUEST FORM



BU Name : .....MC.....

Proposal No. : ...SPO/MC/PT/2024/12/001

Proposal Date : ...2.12.2024...

Order Type : ...Customer Order

Supplier - A

Name Aye and Son

Contact No 09766225990

Address Yangon

Supplier - B

Name Miba Yate

Contact No 0995124175

Address Yangon

Supplier - C

Name Thein

ContactNo 09788454045

Address Dala

| No.                   | Brand   | MC Model  | Description | Parts No. | Qty | Price  | Amount  | Qty | Price  | Amount  | Qty | Price    | Amount |
|-----------------------|---------|---|-------------|-----------|-----|--------|---------|-----|--------|---------|-----|----------|--------|
| 1                     | MATADOR | City  | Carburetor  | CM271501L | 1   | 150000 | 150000  | 1   | 155000 | 155000  |     | No Stock | 0      |
| <b>Total Amount</b>   |         |   |             |           |     |        | 150,000 |     |        | 155,000 |     |          |        |
| <b>Selling Margin</b> |         | <b>Local price margin =25%(Include Tax)</b>   |             |           |     |        |         |     |        |         |     |          |        |
| <b>Remark</b>         |         | Customer - Ko Kyaw Kyaw<br>Location - Hlaing Thar Yar (Dala)<br>Phone No- 09761654688 |             |           |     |        |         |     |        |         |     |          |        |

Requested by

Sign : *Sandi Aung*  
Name : Sandi Aung  
(Inventory)

Checked by

Sign : *Milay*  
Name : *Min Paw Pyo Pyo Ko Ko*  
(DH) (OM)

Acknowledged by

Sign : *[Signature]*  
Name : *[Signature]*  
(AGM/GM)

Approved by

Sign :  
Name :  
(ASS)

Approved by

Sign : *[Signature]*  
Name :  
(COO/VCM)

Ignore X Delete Reply Reply All Forward Meeting More -

Move to ? To Manager To Manager Done Create New

Team Email Reply & Delete

Rules - OneNote Actions -

Move Mark Unread Categorize Tags Follow Up - Translate Find Related Select -

Zoom Zoom

Wed 12/4/2024 3:27 PM  
 Zaw Win Tun2 <zawwin.tun2@umgroups.com>  
 RE: Purchase Request

To: Aye Thandar Htwe  
 Cc: thinzar.khine@umgroups.com; chitsan.ko; phyoko.ko@umgroups.com; zinko.htwe@umgroups.com; minpaing.phyo@umgroups.com; khinyadanar.htun1@umgroups.com; aunghein.win@umgroups.com; hnyee.soe@umgroups.com

Dear Sandi,

Ok to proceed SPO/MC/PT/2024/12/001, carburetor – 1 pc, 150,000 Ks from Aye & Son for Dala customer.

Thanks and Regards,  
 ZAW WIN TUN  
 AFD  
 09577835977

**From:** Aye Thandar Htwe [mailto:ayethandar.htwe@umgroups.com]  
**Sent:** Wednesday, December 4, 2024 10:13 AM  
**To:** zawwin.tun2@umgroups.com  
**Cc:** thinzar.khine@umgroups.com; 'chitsan.ko'; phyoko.ko@umgroups.com; zinko.htwe@umgroups.com; minpaing.phyo@umgroups.com; khinyadanar.htun1@umgroups.com; aunghein.win@umgroups.com  
**Subject:** Purchase Request

**Dear Ko Zaw Win Tun,**

**I would like to send Internal Local purchase request SPO/MC/PT/2024/12/001, Amount-150000 KS**  
**Please see attach file .**

See more about Zaw Win Tun