PURCHASE DIVISION

Advice for approval for credit to supplier

6

Date:	16/4/22	Prepared by	Monika	Serial no.	3184
Supplier name	Shweta Computers			HO inward no.	
Firm/Company	Dr. NRK Biotech pvt Ltd	Project	NRK	HO received date	
PO/WO date	25/3/22	PO/WO No.	86741	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0000/211	12/4/22	7,400/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	7,400/-
Proof of delivery by way of ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	10618	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:	7,400/-
Amount E – PO / WO value:	7,400/-
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	25/4/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monika				
Sign:	Monika				
Date	16/4/22				
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

☐ Original for Recepient ☐ Triplicate for Supplier
☐ Duplicate for Transporter ☐ Extra Copy

SHWETA COMPUTERS

SHOP NO. 1,2,3 AND 4, GROUND FLOOR , CHENOY TRADE CENTRE ,
PARKLANE ,SECUNDERABADTELANGANAHYDERABAD 500003
State Name 36 - Telangana
Phone:040-66143437,66143438,66143439,
Email:Shwetacomputers@shwetagroup.com
GSTIN:36ACUFS2935A1ZZ
PAN:ACUFS2935A

Bill To :
DR NRKBIOTECH PRIVATE LIMITED
TSIIC Industrial Development Area, Plot no.11,, Sno.230 to 243,
Turkapally,
Hyderabad, Medchal Malkajgiri, Telangana, 500078
PH:8919278620
MEDCHAL MALKAJGIRI - 500078
State : 36 - Telangana
P.O NO:86741 DATE:25-03-2022

Ship to

Invoice No. : 00001211
Invoice Date : 12/04/2022
GSTIN : 36AACCD2775Q1Z3
PAN : AACCD2775Q

Sale Person : IRFAN

Sl	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST %	CGST Amt	SGST %	SGST Amt	IGST %	IGST Amt
1	HDD 1 TB LAPTOP SGT	84717020	2	3700.00	3135.59	6271.19	9.00	564.41	9.00	564.41	0.00	0.00
						6271.19						
	CGST				9.00	564.41						
	SGST				9.00	564.41						
	ROUND OFF				0.00	- 0.01						
	Grand Total:		2			7400.00		564.41		564.41		

INWARD
Inward No: 86 Dt: 15/4/22
MRN No: 1068 Dt:
Received By: Sravani Sign:
MODI PROFE...

Rupees Seven Thousand Four Hundred Only.

Bank Details :
HDFC BANK PARADISE **A/C NO** : 50200010045314, **IFSC**: HDFC0000042

E.&O.E
For **SHWETA COMPUTERS**

Terms & Condition :
1. No warranty for burnt/Physical damage goods.
2. For Warranty bring Product with box.
3. In case of default interest payable @ 24% p.a. from bill date
4. All disputes are subject to **HYDERABAD** jurisdiction
5. Payment should be sent through A/c payee cheque/Draft only
6. Standard Warranty 11 months from the date of Invoice.
7. No warranty on adaptor,cables,earphone,other accessories & consumbales products etc
8. Warranty on all the parts or equipments is as per Manufacturer standard policy and shall be directly provided by Manufacturers only.

SUMMIT SALES LLP R.R. DIST.
INWARD No: 93489 Date: 16/4 Sign:

SHWETA COMPUTERS SEC-BAD

Authorised Signatory

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM

~~Hard disk is Pending - Infos~~

Purchase Order

 25-03-2022 13:34:53

86741
16.03.22 2:13:35

se Div.Copy

From Company : **DR.NRK Biotech Private Limited**
Plot no.11,, TSIIC Industrial Development Area, Sno.230 to ...kapally, Hyderabad, Medchal - Malkajgiri, Telangana, 500078
G S T No. : 36AACCD2775Q1Z3

Supplier Details			
Shweta Computers Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003. **GSTIN** 36ACUFS2935A1ZZ 9248091726	**Doc No**	86741	183456
	Doc Date	25-03-2022	
	Quote No	Nil	
	Quote Date	25-03-2022	
	SupplyType	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3529 - Computers and Peripherals - Hard Disk - NA - Nos *1 TB*	2.00	3,700.00	0.00	0.00	7,400.00
			Total Order Value . . .			**7,400.00**

Rupees : Seven Thousand Four Hundred Only.

Terms and Conditions :-

Specification /	All items shall be of Seagate
Payment Terms	100% as advance
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Nextopolis Sy No 230 to 243, plot no 11, turkapally, shamirpet, medchal Phone. .
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	7400 /-
Other Terms	We reserve the right to reject items not conforming to quality and specifications. above order for Rahul laptop Purpose
Completion Date	Nil
Measurment	Nil
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 ***DR.NRK Biotech Private Limited***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Shweta Computers***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Dr.NRK Biotech	Date:	23-03-2022
Site & Phase :	Site Office	Time:	
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1	1 TB HDD		2	No		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: This is for Rahul laptop

Prepared By	K.Suneel	Approved by	
Sign.& Date	23-03-2022	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

APPROVED
2 4 MAR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE