# PURCHASE DIVISION

## Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| | 30/4/22 | Prepared by | Manoj | Serial no. | 3612 |
| | | | | HO inward no. | |
| …r name | G. P. Builcon materials | | | HO received date | |
| …/Company | Dr. NRK Biotech pvt ltd | Project | NRK | Scan ID. | |
| …/WO date | 19/4/22 | PO/WO No. | 87502 | | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| | | | | □ Yes □ No |
| 1. | GP/22-23/37 | 21/4/22 | 1,947/- | □ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | |

| | | | |
|---|---|---|---|
| Amount A Bills total (Excluding Transport & Hamali Charges): | | | 1,947/- |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | | | |
| | | Proof of delivery matches MRN | □ Yes □ No |
| MRN nos.: | 106365 | | |
| Amount B – Other Credits : Transportation charges | | | – |
| Amount C – Other Debits : | | | – |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | | | 1,947/- |
| Amount E – PO / WO value: | | | 1,947/- |
| 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 | 9/5/22 | | |
| Remarks: | | | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Manoj | | | | |
| Sign: | Manoj | | | | |
| Date | 30/4/22 | | | | |
| 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*

| | | |
|---|---|---|
| **G.P. BUILDCON MATERIALS**<br>G-1 , Sai Srinivasa Towers, 29 - Sripuri Colony<br>Kakaguda, Secunderabad - 15<br>GSTIN/UIN: 36AIZPG8119P1Z9<br>State Name : Telangana, Code : 36<br>E-Mail : g.pbuildcon999@gmail.com | Invoice No.<br>**GP/22-23/37** | Dated<br>**21-Apr-2022** |
| | Delivery Note | Mode/Terms of Payment |
| | Supplier's Ref. | Other Reference(s) |
| Buyer<br>**Dr,NRK BOITECH PVT LTD**<br>Plot no.11,, TSIIC Industrial Development Area,<br>Sno.230 to 243, Turkapally,<br>HYDERABAD<br>GSTIN/UIN : 36AACCD2775Q1Z3<br>State Name : Telangana, Code : 36 | Buyer's Order No.<br>**87502** | Dated<br>**19-Apr-2022** |
| | Despatch Document No. | Delivery Note Date |
| | Despatched through<br>**MR RAJU** | Destination<br>**TURKAPALLY** |
| | Terms of Delivery | |

| Sl No. | Description of Goods | HSN/SAC | Quantity | Rate | per | Amount |
|---|---|---|---|---|---|---|
| 1 | **12MM DRILL**<br>*BOSCH MAKE* | 8507 | **10 NOS** | 165.00 | NOS | **1,650.00** |
| | ***CGST @ 9 %*** | | | 9 | % | **148.50** |
| | ***SGST @ 9 %*** | | | 9 | % | **148.50** |
| | Total | | **10 NOS** | | | **₹ 1,947.00** |

*E. & O.E*

INWARD
Inward No: 1778 Dt: 22/4/22
MRN No: 106365 Dt: 22/4/22
Received By: Shravya Sign:

SUMMIT SALES LLP R.R. DIST.
INWARD No: 93919 Date: 30/4 Sign:

Amount Chargeable (in words)
**INR One Thousand Nine Hundred Forty Seven Only**

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| 8507 | 1,650.00 | 9% | 148.50 | 9% | 148.50 | 297.00 |
| **Total** | **1,650.00** | | **148.50** | | **148.50** | **297.00** |

Tax Amount (in words) : **INR Two Hundred Ninety Seven Only**

Company's Bank Details
Bank Name : **ICICI BANK LTD (630805500095)**
A/c No. : **630805500095**
Branch & IFS Code : **Vikrampuri & ICIC0006308**

Company's PAN : **AIZPG8119P**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

**for G.P. BUILDCON MATERIALS**

Authorised Signatory

SUBJECT TO SECUNDERABAD JURISDICTION

This is a Computer Generated Invoice

# Purchase Order

 19-04-2022 1:02:16 PM

Or 87502
20.04.22 3:07:36

From Company : **DR.NRK Biotech Private Limited**
Plot no.11,, TSIIC Industrial Development Area, Sno.230 to 243, Turkapally, Hyderabad, Medchal - Malkajgiri, Telangana, 500078
G S T No. : 36AACCD2775Q1Z3

**Supplier Details**

G.P.Buildcon materials
flat.no.G1, Saisrinivasa towers, Sri puri Colony, Kakaduda, secunderbad

9866116375

| | | |
|---|---|---|
| **Doc No** | 87502 | 186284 |
| **Doc Date** | 19-04-2022 | |
| **Quote No** | NIL | |
| **Quote Date** | 19-04-2022 | |
| **SupplyType** | Supply | |

**Kind Attn : Mr.Pavan**

Purchase Order for the Supply of following Items.

| Item Name | Qty | Rate | Dis% | GST% | Amount |
|---|---|---|---|---|---|
| 1 9524 - Tools - Drill Bit - NA - nos<br>*12MM* | 10.00 | 165.00 | 0.00 | 18.00 | 1,947.00 |
| | | **Total Order Value . . .** | | | **1,947.00** |

Rupees : One Thousand Nine Hundred Fourty Seven Only.

Terms and Conditions :-

| | |
|---|---|
| Specification / Brand | All items shall be of Bosch brand/company |
| Payment Terms | After Delivery & Production of bill |
| Tax | All taxes included in above price. |
| Delivery Date | Next Day. |
| Delivery Location | Nextopolis<br>Sy No 230 to 243, plot no 11, turkapally, shamirpet, medchal<br>Phone. |
| Penality For Delay | 5% penalty for delay in delivery beyond due date. |
| Transportation Cost | Transport cost shall be borne by us. |
| Warranty | Nil |
| Advance Paid | Nil |
| Other Terms | Payment will be made only after inspection of material.Above material for safety nets fixing use purpose. |
| Completion Date | NA |
| Measurment | Nil |
| Security | Nil |
| Remarks | |

APPROVED BY
27 APR 2022
SOHAM MODI
MANAGING DIRECTOR

For *DR.NRK Biotech Private Limited*
Authorised Signatory
19/04/2022
Name :

Accepted the above Terms And Conditions
For *G.P.Buildcon materials*
Date : __/__/____
Name :

Requisition Form

| Company Name: | DR.NRK BioTech Pvt Ltd | Date: | 18.04.2022 |
|---|---|---|---|
| Site & Phase: | Nextopolis | Time: | 12:12 |
| Supplier | | Req. No. | 186284 |
| Material required before date: | | ID No. | 75701 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1. | Drill bits | 12mm dia | 10 | Nos | 165, 4181 | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |

APPROVED
19 APR 2022
MINISH PARIKH
MANAGER PROCUREMENT

PO 87502

Remarks: Towards safety nets fixing use purpose.

| Prepared By | S.Shravya | Approved by | C.Balamuralikrishana |
|---|---|---|---|
| Sign. & Date | 18.04.2022 | Sign. & Date | 18.04.2022 |

Note:

18/04/2022