PURCHASE DIVISION
Advice for approval for credit to supplier

(8)

Date:	1/7/22	Prepared by	Monisha	Serial no.	5709
Supplier name	Rita Seeds store			HO inward no.	
Firm/Company	Dr. NRK Biotech	Project	NRK	HO received date	
PO/WO date	13/6/22	PO/WO No.	89156	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	867	23/6/22	1800/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			1800/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	108832	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:			1800/-
Amount E – PO / WO value:			6,200/-
Amount F – Difference (A – E):			4400/-
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	11/7/22		
Remarks: Final Bill			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monisha				
Sign:	Monisha				
Date	1/7/22				
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.

GSTIN : 36AKAPK8182D1Z8 **TAX INVOICE** ☎ : 23222835 : 66778470

RITA SEEDS STORE

DEALERS IN : ALL KINDS OF SEEDS, FERTILIZERS & PESTICIDES OF MAHYCO, RALLIS INDOFIL, CIBA, STANES PRODUCTS & AGRICULTURAL IMPLEMENTS ETC.

 # 3-6-295/4, Hyderguda, Hyderabad-29 (T.S.) INDIA

No. 867 Date 23/6/022

M/s. Dr NRK Biotech pvt ltd
Tukkupalli PO 89156

Sl. No.	PARTICULARS	Qty.	Rate	Amount Rs.	Ps.
1.	Manure	1 Bag	1800/-	1800.	00
			TOTAL	1800-	00

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 96040
Date: 29/6/22
Sign:

TIME-13:30
TS10 UB 8387

INWARD
Inward No: 2078 Dt: 23/6/22
MRN No: 108832 Dt: 23/6/22
Received By: Sign:
DR NRK BIOTECH PVT LTD

Goods once sold will not be taken back or exchanged.
Subject to Hyderabad Jurisdiction.

For **RITA SEEDS STORE**

23/6

Signature

Purchase Order

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89156
07.06.22 12:13:53

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

Supplier Details

Rita Seeds
Basheerbagh, Secunderabad.

GSTIN 36AKAPK8182D1Z8
23222835,65168470 9949015953

Doc No	89156	186333
Doc Date	13-06-2022	
Quote No	NIL	
Quote Date	03-02-2022	
SupplyType	Supply	

Kind Attn : Mr. Suresh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3167 - Chemicals - Vermicompost - NA - bags *20kgs*	15.00	200.00	0.00	0.00	3,000.00
2	3121 - Chemicals - Neem care powder - NA - kgs *40kgs*	2.00	700.00	0.00	0.00	1,400.00
3	3144 - Chemicals - D.A.P - NA - Kgs *50kgs*	1.00	1,800.00	0.00	0.00	1,800.00
					Total Order Value . . .	**6,200.00**

Rupees : Six Thousand Two Hundred Only.

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	862	16/6/22	4400/-
2.			
3.			
4.			
5.			

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
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	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for gardening purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***DR.NRK Biotech Private Limited***

Authorised Signatory

Name : ______________

Accepted the above Terms And Conditions

For ***Rita Seeds***

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	DR.NRK BioTech Pvt Ltd		Date:	08.06.2022
Site & Phase:	Nextopolis		Time:	10:00 AM
Supplier			Req. No.	186333
Material required before date:		Urgent	ID No.	77191

No	Description	Size	Quantity	Units	Inward No	Date
1.	Neem powder 89156	40 kgs	02	bags		
2.	Vermicompost	25 kgs	15	bags		
3.	DAP	50 kgs	01	bags		
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Remarks: Towards gardening use purpose at site.			
Prepared By	S.Shravya	Approved by	C.Balamuralikrishna
Sign. & Date	08.06.2022	Sign. & Date	08.06.2022

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

APPROVED
10 JUN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

08-06-2022