PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	04/10/22	Prepared by	Kavitha	Serial no.	9293
Supplier name	Sun agency			HO inward no.	
Firm/Company	Dr. NRK	Project	Nrk	HO received date	
PO/WO date	26/9/22	PO/WO No.	92304	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	288	27/9/22	11,682	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				

Amount A-Bills total (Excluding Transport & Hamali Charges):			11,682
MRN nos.:	112248	Proof of delivery matches MRN	☑ Yes □ No
Amount B –Other Credits : Transportation charges			600
Amount C –Other Debits :			–
Amount D (D=A+B-C) – Amount to be credited to the supplier:			12282/-
Amount E – PO / WO value:			11,682/-
Amount F – Difference (A – E):			600/-

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	10/10/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha				
Sign:	4/10/22				
Date					
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

SUN AGENCY

Cell : 9912769501
9394753918

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 AACCD2775Q1Z3

NRK BIOTECH PYT LTD

TURKAPALLY Delivery HYDERABAD

No. 288

Date 27.09.2022

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1.	Cera Anchorset	3907 9990	1kg	30	330	9900
					9% SGST:	891
					9% CGST:	891
					IGST :	
(Rupees ....)					TOTAL	11,682
GST NO. : 36AQCPM3317J1ZW					Auto 600	12,282

V.NO- TS10U1237
TIME - 13:26

INWARD
Inward No: 2384 Dt: 27/09/22
MRN No: 112248 Dt: 28/9/22
Received By: NIRAJ Sign:
DR NRK BIOTECH PVT LTD

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 99960 Date: 4/10/22 Sign:

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

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

Nexto POL 6
TURAPally
8978362427
RAHUL

For SUN AGENCY

Authorised Signatory

Purchase Order

 26-09-2022 12:23:50 PM Orig

92304
16.09.22 3:01:07

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

Supplier Details

Sun Agency

Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047

GSTIN 36AQCPM3317J1ZW

9394753918 9391787057

Doc No	92304	186409
Doc Date	26-09-2022	
Quote No	NIL	
Quote Date	23-09-2022	
SupplyType	Supply	

Kind Attn : D.J.Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	626900 - CHEM-Chemical - Adhesive set--Cera - - - Kgs	30.00	330.00	0.00	18.00	11,682.00
					Total Order Value . . .	**11,682.00**

Rupees : Eleven Thousand Six Hundred Eighty Two Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Nextopolis Sy No 230 to 243, plot no 11, turkapally, shamirpet, medchal Phone. .
Penality For Delay	Nil
Transportation	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for site use purpose.
Completion Date	NA
Measurment	NA
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 ***Sun Agency***

Name : ______________________

Date : __/__/____

Requisition Form						
Company Name:	Dr.Nrk BioTech Pvt Ltd	Date:	23.09.2022			
Site & Phase :	Nextopolis	Time:	17:20			
Unit No./Block No.						
Supplier:		Req. No.	186409			
Material required before date:		ID No.	79991			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM6269-Chemical-Adhesive set--Cera --Kgs	30		30		
2						
3	92304.					
4						
5						
6						
7						
8						
9						
10						
Remarks:	Towards site use purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	S.Shravya					
Approved By:	C Balamuralikrishana					
Sign & Date:	23.09.2022	23/9/22				

APPROVED
29 SEP 2022
PRABHAKAR
Sr. MANAGER PURCHASE