E

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30/10/22	Prepared by	Vanaja	Serial no.	9888
Supplier name	Venkataramana Stationary and Bind...			HO inward no.	
Firm/Company	Dr. HRK	Project	Nextopolis	HO received date	
PO/WO date	21/09/22	PO/WO No.	92146	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	767	24/9/22	42,480	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	42,480

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	112274	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:	42,480
Amount E – PO / WO value:	42,480
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	07/11/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi	Venu			
Sign:	Vanaja	APPROVED 31 OCT 2022 P. VENKATESHWARLU MANAGER PURCHASE			
Date	30/10/22				
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

Ph: 040 - 27842572
Cell: 9849360076 / 99665 18678

VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available

#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkatramana.bindingworks@gmail.com

To M/S. DR. NRK Biotech private Limited

GSTIN 36 AACCD 8775 D1Z3

Order No 92146/186464 Date

Delivery Challan No Date

Bill No. 2021-22 [redacted] Date 24/9/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Concrete Tape		400	90		36000			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total					
				SUB Total		36000			
				CGST		3240			
				SGST		3240			
				Grand Total		42480		42480	

INWARD
Inward No: 2385 Dt: 29/9/2
MRN No: 10274 Dt: 30/09/2
Received By: Shravya Sign:
DR NRK BIOTECH PVT LTD

Rupees.........

SUMMIT SALES LLP
IN WARD No: 100886
Date: 30/10/2
Sign:
R.R. DIST.

Receiver's Signature & Seal

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions
Goods once sold will not be taken back
Interest @2%p.m. if not paid within 30 days time
Subject to Secunderabad Jurisdiction.

THE COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.
RTGS / NEFT CODE COSB0000069 A/C No. 069100102707

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 12-10-2022 2:53:40 PM

92146
16.09.22 3:01:06

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			
Venkatramana Stationery & Binding works	**Doc No**	92146	186404
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	21-09-2022	
	Quote No	NIL	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	20-09-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	388200 - HARD-Hardware - Concrete Tape-- - 75mmX85mtrs - Nos	400.00	90.00	0.00	18.00	42,480.00
					Total Order Value . . .	**42,480.00**

Rupees : Fourty Two Thousand Four Hundred Eighty 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	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 Main block slab 3 use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

Books of accounts verified and no bills wrt this PO were received by accounts
Name: Mahesh
Sign: E. Mahesh
Date: 13/10/2022

For *DR.NRK Biotech Private Limited*

Authorised Signatory

Accepted the above Terms And Conditions

For *Venkatramana Stationery & Binding works*

Name : ____________

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	Dr.Nrk BioTech Pvt Ltd	Date:	20.09.2022			
Site & Phase :	Nextopolis	Time:	11:40			
Unit No./Block No.	Main block					
Supplier:		Req. No.	186404			
Material required before date:		ID No.				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD3882-Hardware-Concrete Tape---75MMX85mtrs-Nos	400		400		
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	Towards main block slab-3 use purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	S.Shravya					
Approved By:	C.Balamuralikrishna					
Sign & Date:	20.09.2022					