PURCHASE DIVISION
Advice for approval for credit to supplier

B

Date:	03/11/22	Prepared by	Vanaja	Serial no.	10137
Supplier name	Santosh Tarpaulin			HO inward no.	
Firm/Company	Dr. NRK	Project	Nextopolis	HO received date	
PO/WO date	17/10/22	PO/WO No.	93029	Scan ID..	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	262	26/10/22	3,930	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3,930
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 113198	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:	3,930
Amount E – PO / WO value:	3,930
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:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	Vanaja				
Date	3/11/22				
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

SANTHOSH TARPAULIN # 2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medchal, Malkajgiri District – 500 010. Telangana State	**GSTIN :36ATWPA1307P1ZC** Email id: santhoshtarp@gmail.com Cell: 9642662732 Bank Account : AXIS BANK Acc.No.919020039284737 IFSC CODE :UTIB0001378
To DR.NRK BIOTECH PRIVATE L.T.D Plot NO 11 TSIIC Industrial Development Area S no 230 to 24 Malkajgiri Telangana 500078 **GSTIN No. 36AACCD2775Q1Z3**	Invoice No: **262** Invoice Date: **26.10.2022** P.O.No. 93024/186426 P.O.Date: 17/10/2022

Sl. No.	Descriptions	Code SAC HSN	Qty	Rate	Amount Rs. Ps.
1	RAIN COATS	6201	5 NOS	@ 450/-	**2,250.00**
2	UMBRILLA	4064	5 NOS	@ 280/-	**1,400.00**

INWARD
Inward No: 2558 Dt: 29/10/22
MRN No: 113198 Dt: 29/10/22
Received By: Shravya Sign:
DR NRK BIOTECH PVT LTD

Rupees in words THREE THOUSAND NINE HUNDRED THRTY and FIFTY PAISE ONLY

Total ::	**3,650.00**
CGST::@2.5+6%	**56.25+84**
SGST::@2.5+6%	**56.25+84**
IGST ::	
Grand Total ::	**3,930.50**

Receiver Signature & Seal

SUMMIT SALES LLP
IN WARD
No: 100994
Date: 3/11/22
Sign:
R.R. DIST.

For SANTHOSH TARPAULIN

Authorized Signatory

Purchase Order

(R)

 17-10-2022 13:15:46

93024
18.10.22 2:23:35

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

Supplier Details			
Santosh Tarpaulin 2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010 **GSTIN** 36ATWPA1307P1ZC 9642662732	**Doc No**	93024	186426
	Doc Date	17-10-2022	
	Quote No	Nil	
	Quote Date	17-10-2022	
	SupplyType	Supply	

Kind Attn : Santosh Kumar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 571600 - CONS-Consumables - Umbrella-- - - - Nos	5.00	280.00	0.00	12.00	1,568.00
2 600700 - CONS-Consumables - Rain Coat-- - - - Nos	5.00	450.00	0.00	5.00	2,362.50
				Total Order Value . . .	**3,930.50**

Rupees : Three Thousand Nine Hundred Thirty and Paise Fifty Only.

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 Site staff 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 ***Santosh Tarpaulin***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	Dr.Nrk BioTech Pvt Ltd	Date:	15.10.2022			
Site & Phase :	Nextopolis	Time:	15:00			
Unit No./Block No.	Main block					
Supplier:		Req. No.	186426			
Material required before date:		ID No.	80621			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS5716-Consumables-Umbrella----Nos 93024	5		5		
2	CONS6007-Consumables-Rain Coat----Nos	5		5		
3	CONS7227-Consumables-Air Freshner----Nos 93025	5		5		
4	CONS9692-Consumables-Plastic Covers----Nos 93027	50		50		
5						
6						
7						
8						
9						
10						
Remarks:	Towards site use purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	S.Shravya					
Approved By:	C.Balamuralikrishna					
Sign & Date:	15.10.2022					

APPROVED
20 OCT 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE