PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	25/11/22	Prepared by	Vanajakshi	Serial no.	
Supplier name	Sun Agency			HO inward no.	
Firm/Company	Dr. NRK	Project	Nextopolis	HO received date	
PO/WO date	17/09/22	PO/WO No.	92034	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	267	17/09/22	7,480/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	7080/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 111915 — Proof of delivery matches MRN	☑ Yes □ No
Amount B –Other Credits : Transportation charges Transportation	400/-
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	7,480/-
Amount E – PO / WO value:	7,080/-
Amount F – Difference (A – E):	400/-
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	5/12/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	Vanaja				
Date	25/11/22				
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

Cell : 9912769501
9394753918

SUN AGENCY

SA

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.** 36AACCD2775Q1Z3
DR. NRK BIO TECH PVT LTD
HYDERABAD

No. 267

Date 17.09.2022

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1.	NITOBOND SBR	4002 1100	1 LT	15	400	6000
					9% SGST:	540
					9% CGST:	540
					IGST :	
					TOTAL	7080
				Auto	400	7480

SUMMIT SALES LLP * R.R. DIST. *
IN WARD No: 161797
Date: 23/11/24
Sign:

INWARD
Inward No: 2332 Dt: 17/9/22
MRN No: 111915 Dt: 20/9/22
Received By: [illegible] Sign:
DR NRK BIOTECH PVT LTD

(Rupees ....)

GST NO. : 36AQCPM3317J1ZW

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

Rahul
8978362427

For **SUN AGENCY**

Authorised Signatory

Purchase Order

 19-09-2022 12:58:01 PM

92034
16.09.22 3:00:43

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

Supplier Details			
Sun Agency	**Doc No**	92034	186402
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	17-09-2022	
	Quote No	nil	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	15-09-2022	
9394753918 9391787057	**SupplyType**	Supply	

Kind Attn : D.J.Kumar

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	120500 - CHEM-Chemical - Nitobond EP Bonding agent--Fosroc - 1ltr - Nos	15.00	400.00	0.00	18.00	7,080.00
					Total Order Value . . .	**7,080.00**

Rupees : Seven Thousand 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 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 : __/__/____

400+18%

Requisition Form						
Company Name:	Dr Nrk Bio Tech Pvt Ltd	Date:	15.09.2022			
Site & Phase :	Nextopolis	Time:	16:00			
Unit No./Block No.	Main block					
Supplier:		Req. No.	186402			
Material required before date:		ID No.	19801			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM1205-Chemical-Nitobond EP Bonding agent–Fosroc-1ltr-Nos	15		15		
2						
3						
4						
5	92084.					
6						
7						
8						
9						
10						
Remarks	Towards site use purpose. (slab Painting purpose)					
	Engineer	Project Manager		Purchase		MD
Prepared By:	S.Shravya					
Approved By:	C.Balamuralikrishna					
Sign & Date:	15.09.2022					

APPROVED
16 SEP 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

TAX INVOICE

SUN AGENCY

Cell : 9912769501
9394753918

Authorised Wholesale Stockist : Dr. Fixit, Roff, Mykarment Consturction Chemicals

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MRN No: 111915 Dt: 20/9/22
Received By: AJAJ Sign:
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