PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	13/01/23	Prepared by	Vanajakshi	Serial no.	13211
Supplier name	Sun agency			HO inward no.	
Firm/Company	NRF	Project	Nextopolis	HO received date	
PO/WO date	5/01/23.	PO/WO No.	95808	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	515	6/01/2023	23,010/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	23,010/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	115899	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:	23,010/-
Amount E – PO / WO value:	23,010/-
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	23/01/23
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi	APPROVED			
Sign:	Vanaja	13 JAN 2023			
Date	13/01/23	MINISH PARIKH MANAGER PROCUREMENT			
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

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 AQCPM 3317 J1ZW

Dr. N.R.K Biotech Private limited

Delivery Location Nexto Polis, Turakapally

No. 515

Date 6/1/23

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1	ROFF vetrocfix (T03)	3824 5090	20Kg	30	650.00	19500.00
	P.O NO 95808/186488 5/1/23					
					9% SGST:	1755.00
					9% CGST:	1755.00
					IGST :	
	(Rupees ....)				TOTAL	23010.00
	.... Actochaye)					1200.00
	GST NO. : **36AQCPM3317J1ZW**			Ado	1200	

SUN AGENCY HYD

SUMMIT SALES LLP R.R. DIST. INWARD No. 040038 Date: 11/1/2 Sign:

INWARD
Inward No: 2692 Dt: 06/01/23
MRN No: 115899 Dt: 06/01/23
Received By: [illegible] Sign:
DR NRK BIOTECH PVT LTD

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

TS100C 1237

For **SUN AGENCY**

Kpfovi

Authorised Signatory

Purchase Order

 05-01-2023 15:13:25

95808
27.12.22 3:34:38

py

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

Supplier Details			
Sun Agency	**Doc No**	95808	186488
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	05-01-2023	
	Quote No	nil	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	03-01-2023	
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	951100 - CHEM-Chemical - Stone Slab Adhesive-- - 20Kgs - Bag	30.00	650.00	0.00	18.00	23,010.00
					Total Order Value . . .	**23,010.00**

Rupees : Twenty Three Thousand Ten 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 : 04/01/2023

Accepted the above Terms And Conditions

For ***Sun Agency***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name	Dr Nrk BioTech Pvt Ltd	Date	03.01.2023			
Site & Phase :	Nextopolis	Time	11:00			
Unit No /Block No	Main block					
Supplier		Req. No.	186488			
Material required before date		ID No.	83116			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM5153-Chemical-Granite Adhesive----	30		30		
2						
3						
4						
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	03 01 2023					

PO 95808.

APPROVED
07 JAN 2023
MINISH PARIKH
MANAGER PROCUREMENT

3/01/23