PURCHASE DIVISION

Advice for approval for credit to supplier

(6)

Date:	06/02/23	Prepared by	Kalpana	Serial no.	**14188**
Supplier name	Sun Agency			HO inward no.	
Firm/Company	DR.NRK	Project	Nextopolis	HO received date	
PO/WO date	23/01/23	PO/WO No.	96399	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	547	27/01/23	56,485/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	53,985/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	116816	Proof of delivery matches MRN	☑ Yes □ No

Amount B –Other Credits : Transportation charges	2,500/-
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	56,485/-
Amount E – PO / WO value:	53,985/-
Amount F – Difference (A – E):	2,500/-
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	13/02/23
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kalpana	APPROVED			
Sign:	[signature]	07 FEB 2023			
Date	06/02/23	MINISH PARIKH			
Approval limit	Upto 20k	MANAGER PROCUREMENT 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

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

N.R.K Biotech Private limited
Turakapally medchal dt

No. 547

Date 27/1/23

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1	ROFF S.T.A	3824 5090	20kg	50	650.00	32500.00
2	ROFF BondRepiar (R.B.R)	4002 1100	5cts	10	1325.00	13250.00
	P.O.NO 96399 TIMG1014 Dte 2/1/23					
						45750.00
					9% SGST:	4117.50
					9% CGST:	4117.50
					IGST :	
	(Rupees				TOTAL	53985.00
					Add	2500.00
						56485.00

INWARD
Inward No: 2859 Dt: 27/01/23
MRN No: Dt:
Received By: AFMJ Sign:
DR NRK BIOTECH PVT LTD

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 104945 Date: 30/1/23 Sign:

SUN AGENCY HYD

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

AP13Y3503

For SUN AGENCY

K.Phani

Authorised Signatory

Purchase Order

 23-01-2023 16:27:11

96399
10.01.23 4:03:12

From Company : **DR.NRK Biotech Private Limited**
Plot no.11,, TSIIC Industrial Development Area, Sno.230 to 243, Turka,
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	96399	186503
Doc Date	23-01-2023	
Quote No	NIL	
Quote Date	21-01-2023	
SupplyType	Supply	

Kind Attn : D.J.Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	660200 - CHEM-Chemical - Tiles Adhesive--Roff - 25Kgs - Bag	50.00	650.00	0.00	18.00	38,350.00
2	202200 - CHEM-Chemical - CC Bonding Agent--RBR Roff - 5Ltrs - Ltrs	10.00	1,325.00	0.00	18.00	15,635.00
					Total Order Value . . .	**53,985.00**

Rupees : Fifty Three Thousand Nine Hundred Eighty Five 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 staircase 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 MDs APPROVAL
- [x] High Value/quantity beyond limits.
- [ ] Po/Req. processed-post approval.
- [ ] Approval for technical details/clarification.
- [ ] Replenishing SSLLP stock
- [ ] Other

APPROVED BY
25 JAN 2023
SOHAM MODI
MANAGING DIRECTOR

For ***DR.NRK Biotech Private Limited***

Authorised Signatory

Name : 24/01/2023

Name : ____________

Accepted the above Terms And Conditions

For ***Sun Agency***

Date : __/__/____

Requisition Form							
Company Name:	Dr.Nrk BioTechPvt ltd	Date:	21.01.2023				
Site & Phase :	Nextopolis	Time:	11:00				
Unit No./Block No							
Supplier:		Req. No.	186503				
Material required before date:	PO: 96399.	ID No.	83636				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	CHEM5170-Chemical-Tiles Adhesive---25Kgs-Bags	50		50			
2	CHEM9548-Chemical-Jantha Paste Epoxy--Bharat Polymers-400gms-Nos PO:- 96394	10		10			
3	CHEM1579-Chemical-Tile grout cement based-White--1Kg-Kgs	30		30			
4	CHEM9489-Chemical-CC Bonding Agent----Ltrs	10		10			
5							
6							
7							
8							
9							
10							
Remarks:	Towards main block staircase use purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	S.Shravya						
Approved By:	C.Balamuralikrishna						
Sign & Date:	21.01.2023						

APPROVED BY
25 JAN 2023
SOHAM MODI
MANAGING DIRECTOR

APPROVED
24 JAN 2023
MINISH PARIKH
MANAGER PROCUREMENT

Cell : 9912769501
9394753918

TAX INVOICE

SUN AGENCY

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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. 36AACCD 2775 Q1Z3
N.R.K Bio tech Private limited
Turakapally medchal dt

No. 547
Date 27/1/23

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	P.O.No 96399 TIMC10114 Dte 2/1/23					45,750.00
					9% SGST:	4117.50
					9% CGST:	4117.50
					IGST :	
					TOTAL	53985.00
					Add	2500.00
						56485.00

INWARD
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MRN No: 11 68 16 Dt: 30/01/23
Received By: AFMS
DR NRK ... LTD

SUN AGENCY HYD

(Rupees ....)

GST NO. : 36AQCPM3317J1ZW

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AP13Y 3503

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

For SUN AGENCY
K Phani
Authorised Signatory

SUMMIT SALES LLP R.R. DIST.
IN WARD
No. 105300
Date 6/2/23
Sign: