PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	27/2/2023	Prepared by	Vanajakshi	Serial no.	15172
Supplier name	Sun Agency			HO inward no.	
Firm/Company	Dr NPK	Project	Nextopolis	HO received date	
PO/WO date	16/2/2023	PO/WO No.	97217	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	571	16/2/2023	40,850/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	38,350/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 117641 — Proof of delivery matches MRN	☑ Yes □ No
Amount B –Other Credits : Transportation charges ✓ 2,500/-	2,500/-
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	40,850/-
Amount E – PO / WO value:	38,350/-
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	6/03/2023
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	Vanaja				
Date	27/02/2023				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
28 FEB 2023
MANISH PARIKH
MANAGER PROCUREMENT

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. 36 AACCD 2775 Q1Z3
N.R.K Biotech Private Limited
Delivery Address Plot no 11 Turakapally
Next Polis, Survey No 230 to 243

No. 571

Date 16/2/23

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1	Roofet (T03) Vetrofix P.O No 97217/186552 16/2/23	3824 9090	25	50	650.00	32500.00
					9% SGST:	2925.00
					9% CGST:	2925.00
					IGST :	
(Rupees Fourty Thousand eight hundred fiftyonly)					TOTAL	38350.00
					ACTO	2500.00
GST NO. : 36AQCPM3317J1ZW						

INWARD
Inward No: 2949 Dt: 16/2/23
MRN No: 11764 Dt: 21/2/23
Received By: NINO
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

AP134350B

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 106310
Date: 25/2/23

For **SUN AGENCY**

Authorised Signatory

Purchase Order

 16-02-2023 14:05:28

97217
08.02.23 3:15:07

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			
Sun Agency	**Doc No**	97217	186552
Shop no.2, H.no-21-91, Street no 10, Uttam Nagar, Malkajgiri, Secunderabad-500047	**Doc Date**	16-02-2023	
	Quote No	NIL	
GSTIN 36AQCPM3317J1ZW	**Quote Date**	15-02-2023	
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	660200 - CHEM-Chemical - Tiles Adhesive--Roff - 25Kgs - Bag	50.00	650.00	0.00	18.00	38,350.00
	Total Order Value . . .					**38,350.00**

Rupees : Thirty Eight Thousand Three Hundred Fifty 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 forMain 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 ***DR.NRK Biotech Private Limited***

Authorised Signatory

16/02/2023

Name : ______

Accepted the above Terms And Conditions

For ***Sun Agency***

Name : ______

Date : __/__/____

Requisition Form						
Company Name:	Dr.Nrk BioTech Pvt Ltd	Date:	15.02.2023			
Site & Phase :	Nextopolis	Time:	13:00			
Unit No./Block No.						
Supplier:		Req. No.	186552			
Material required before date:		ID No.	84349			
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						
3						
4						
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:	15.02.2023					

PO 897217.

APPROVED
16 FEB 2023
MINISH PARIKH
MANAGER PROCUREMENT

15/2/2023