PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/03/2023	Prepared by	Vanajakshi	Serial no.	**15793**
Supplier name	Abdul Qadeer			HO inward no.	
Firm/Company	Dr.NRK	Project	Nextopolis	HO received date	
PO/WO date	4/02/2023	PO/WO No.	20230204001	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	021	16/2/2023	41,182/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			41,182/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report ☑ Installation report			
MRN nos.:	Installation Report attached	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:			41,182/-
Amount E – PO / WO value:			38,002/-
Amount F – Difference (A – E):			3,180/-
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	20/03/2023		
Remarks:	Final Bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi	APPROVED			
Sign:	Vanaja	15 MAR 2023			
Date	14/03/2023	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.

ABDUL QADEER

TAX INVOICE CASH / CREDIT

Cell : 9182242690
9704902880

ABDUL QADEER

Supplier & Contractors

Spl. in : Plaster of Paris, False Ceiling, Gypsum Board, Partition Works, Thermacol Ceiling, Armstrong, Border, Flower & All Types of Ceiling Works.

14-1-96/3/B, Allapur, Borabanda, Hyderabad - 500 018. Email : rkenterprises4281@gmail.com

Seller GST No.: **36AAUPQ5292N1ZL**	Invoice No. : 021
Mode of Transport :	Invoice Date :
Product Reference No.	Date of Supply : 16/02/2023
State : Telangana, State Code : 36	PO No. & Date :

Details of Receiver / Billed to :	**Details of Delivery Address :**
Name : DR. N.R.K Biotech Private limited	Name :
Address :	Address :
Buyer GSTIN 36AACCD2775Q1Z3	Buyer GSTIN
State Telangana Code 36	State Code

S.No.	NAME OF THE PRODUCT	HSN Code	Qty.	Unit Price	Taxable Value
1	false ceilling Gypsum Site office	998391	79.11	441.16	34,900.17

SUMMIT SALES LLP R.R. DIST. IN WARD No: 106693 Date: 6/3/23 Sign:

INWARD
Inward No: 2948 Dt: 16/02/23
MRN No:
Received By: NIRAJ Sign:
DR NRK BIOTECH PVT LTD

Total Invoice Amount : (Inwords) fourty one thousand one hundred Eighty two only

Total Amount Before Tax	34,900.17
Add CGST @ 9 %	3141.01
Add SGST @ 9 %	3141.01
Add IGST @ %	
Total Amount GST	6282.03
Total Amount After Tax	41,182.20
GST Payable on Reverse Charge	

Goods once sold will not be taken back.
Our responsibility ceases once delivery made.

For **ABDUL QADEER**

Purchase Order

Original

From Company:	Dr.Nrk Biotech pvt Ltd Plot no.11,, TSIIC Industrial Development Area, Sno.230 to 243, Turkapally, Medchal - Malkajgiri, Hyderabad,Telangana,500078 GSTNO:	Delivery Location:	Nextopolis " ,

Supplier Details				
Abdul Qadeer 14-1-96/3/A, AllapurBorabandaHyderabad, Ranga Reddy Hyderabad,TG, GSTIN:36AAUPQ5292N1ZL ,9182242690 rkenterprises4281@gmail.com	PO No	20230204001	Quote No	nil
	PO Date	04 Feb 2023	Quote Date	04 Feb 2023
	Supply Type	Purchase Order		

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	BUIL1521-Building Material-False Ceiling Plain-Gyp---sqm	73.00	441.16	0%	32,205	0%	9%	9%	0	2,898	2,898	38,002
								Total Amount ...	0	2,898	2,898	38,002
Rupees in words : Thirty Eight Thousands One .five Two PaiseOnly.												

Terms and Conditions:-

Additional Specifications	Nill.
Tax :	Inclusive of GST and other taxes.
Delivery Date :	Within 2-3 days of PO
Delivery Location :	As given above.
Transport:	Included
Advance Paid :	19,001/-by RTGS/NEFT
Payment Terms :	50% Advance,balance after delivery

Original

Bill submission:	Proof of delivery & original invoice must be delivered to Second floor, Soham Mansion, M.G. Road, Secunderabad- 03.Do not send to site.
Other Terms:	Nill.
Measurement/quantity:	Payment shall be made on quantity delivered at site.

For Dr.Nrk Biotech pvt Ltd	Accepted the above Terms And Conditions For
Authorised Signatory	
Name :-	
Sign:-	
Date :-	Date :-

APPROVED
04 FEB 2023
MINISH PARIKH
MANAGER PROCUREMENT

Requisition Form

Company Name	Dr.Nrk Biotech pvt Ltd	Date	03 Feb 2023
Site Or Phase	Nextopolis	Time	08:33:51
Flat/Villa/Other		Req.No.	186532
Material required before date		ID No	20230203011

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	BUIL1521-Building Material-False Ceiling Plain-Gyp---sqm	73.00	0	73.00	42.00		

Remarks: Towards solvent block use purpose

Prepared By :- Shravya Sudha

Sign:-

Date :- 03 Feb 2023

Approved By:-

Sign:-

Date:-

Note: On receipt of material at site write inward number and date in last two columns

APPROVED
04 FEB 2023
MINISH PARIKH
MANAGER PROCUREMENT

INSTALLATION REPORT

Company/ firm:	Dr. NPK Biotech Pvt LTD	Requisition nos.:	186532
Project:	Nex-lopolis	PO no.:	20230204001
Supplier:	Abdul Qadoor	Material type:	False ceiling Gypsum

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	16/02/2023	Solvent Block	False ceiling plain Gypsum	-	79.11 sqm
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	79.11 sqm

Remarks: Towards Solvent block office use purpose

APPROVED BY

	Project manager	Security	Admin (Audit)
Approved by	Bala Murali Krishna PROJECT MANAGER	VIRAJ	

Note: 1. Report to be sent on completion of work. 2. For partial completion report must be sent once a month. 3. This report is required for installation of windows, french windows, balcony/ staircase railing, fire doors and such materials where PO for material + labour is issued. Exclude false ceiling, painting, water proofing where 'Advice for giving credit to contractor/supplier form' is being set to E&D. 4. One or more reports can be made per PO. Avoid multiple Pos in one report. 5. Provide report on defaults, poor quality, missing items, etc. 6. Reports to be provided regularly. However, must be provided within one working day of request from purchase.