

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		01.04.23		Prepared by	V. RAVI	Serial no.	16057
Supplier name		elegant Enterprise			HO inward no.		
Firm/Company		NRK		Project	Next. pol. J	HO received date	
PO/WO date		13.09.23		PO/WO No.	91906	Scan ID.	
Sl no.	Bill no.		Bill date		Bill amount		Original attached
1.	EE 2223-0238		16.09.22		1859.00		☒ Yes ☐ No
2.					/		☐ Yes ☐ No
3.							☐ Yes ☐ No
4.							☐ Yes ☐ No
Amount A – Bills total (Excluding Transport & Hamali Charges):						1859.00	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report							
MRN nos.:	111914			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:						1859.00	
Amount E – PO / WO value:						1858.50	
Amount F – Difference (A – E):						0.50	
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				03/04/23			
Remarks: find bill & close this P.O							
Approved by	Purchase Officer	Purchase Manager	M D		Accountant	Accounts Manager	
Name:		V. RAVI					
Sign:							
Date		01/04/23					
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 weightment 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.



Form for closure of purchase order

PO no: 91906	PO date: 13/09/22	Req. no.: 186395	Advice Scan ID	
Barcoded PO available ☐ Y/ ☒ N	Invoice original available ☐ Y/ ☒ N	Copy available ☐ Y/ ☒ N	POD available ☒ Y/ ☐ N	
Data required from site/engineers:				
MRN nos. related to PO	111914			
☐ Part material received	☒ Full material received.			
☐ Close PO - Balance material will be re-ordered by new requisition.		☐ Material not received.		
☐ Cancel PO. Material not required.	☐ Cancel PO. Material will be re-ordered by new requisition			
☐ Keep PO open. Material required.	☐ Keep PO open. Work under progress.			
Remarks by engineer: Full material received				
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DC's/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.				
Prepared by: S. Shrawa	Sign: [Signature]	Date: 30/03/23		
Data required from accounts:				
☐ Checked with E&D for receipt of bills.				
☒ Bills not received against this PO.		☐ Part bill received against this PO.		
☐ Advance paid against this PO		☐ All bills received against this PO.		
Amount paid:		Date of payment:		
Details of part bill received:				
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				
5.				
6.				
Remarks by Accountants:				
Prepared by: Mahesh	Sign: E. Mahesh	Date: 31/03/2022		
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.				
Prepared by:	Sign:	Date:		
Remarks by Ravi + details of bills to be approved:				
Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	EE 2223 - 0238	16.09.22	1859.00	111914
2.				
3.				
Remarks: Need MD's approval for enclosed certified true copy				
Prepared by: Ravi	Sign: [Signature]	Date: 31.03.23.		
Advice by MD - action to be taken.				
☒ Get certified bill from supplier (not original).		☐ Prepare bill in SSLP for material supplied.		
☒ Thereafter, prepare advice for credit to supplier and send to Soham for processing.				
☐ Close PO		☐ Keep PO open. Material awaited		
☐ Accounts to be reconciled with supplier. Get supplier's ledger.				
Remarks:				
Approved by: Soham	Sign:	Date:		

APPROVED BY
- 1 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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Original / Office Copy / Purchase Div.Copy

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

Supplier Details			
Elegant Enterprises 5-4-187/7/3,Karbala Maidan, M.G.Road, Secunderbad-500003. GSTIN 36AJBPK0412E1ZY 66385358 9985113450/9885073880	Doc No	91906	186395
	Doc Date	13-09-2022	
	Quote No	NIL	
	Quote Date	10-09-2022	
	SupplyType	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4646 - Electrical - other - Spike buster - NA - nos	3.00	525.00	0.00	18.00	1,858.50
Total Order Value . . .					1,858.50

Rupees : One Thousand Eight Hundred Fifty Eight and Paise Fifty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Working Day.
Delivery Location	Nextopolis Sy No 230 to 243, plot no 11, turkapally, shamirpet, medchal Phone. .
Penalty 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 office use purpose
Completion Date	Nil
Measurment	Nil
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 invoice 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

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Name : _____

Date : __/__/__

Contact - -