Form for closure of purchase order

Data required from site/engineers:							
PO no.:	93210	PO date:	26/10/22	Req. no.:	18432	Advice Scan ID	
MRN nos. related to PO							

☑	Part material received.
☐	Full material received.
☐	Material not received.
☑	Close PO – Balance material will be re-ordered by new requisition.
☐	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: closing of PO [part material recived]

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
Aishrarya	[signature]	09/02/23		[signature]	9/2/23

Data required from accounts:

☐	Checked with E&D for receipt of bills.		
☐	Bills not received against this PO.		
☑	Part bill received against this PO.	Bill nos.	Bill No: 341 & 342 (65,608/-)
☐	All bills received against this PO.		
☑	Advance paid against this PO. 100%.	Amount paid	1,23,900/-

Remarks by Accountants: Against PO - 93210 Two Bills Received Bill 341 & 340 Remaining Bill not Received E. Madhu 10/02/2023

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date

Advice by MD - action to be taken by purchase:

☐ ✗	Get certified bill from supplier (not original).		
☐ ✗	Prepare bill in SSLLP for material supplied.		
☐ ✗	Get proof of delivery from site.		
☐ ✗	Barcoded PO missing – get certified copy from Accounts.		
☐ ✗	Thereafter, prepare advice to credit to supplier and send to HO for processing.		
☑	Close PO	☐	Keep PO open. Material awaited
☐ ✗	Send barcoded PO to MDs desk. PO to be closed thereafter.		
☐ ✗	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.		
☐ ✗	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.		
☐ ✗	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.		
☐ ✗	E&D to check receipt of bill and enter comments below.		
☐ ✗	Details of material supplied and balance material to be supplied is required.		

Remarks: * get refund of 50% balance

Prepared by	Sign	Date

Mahesh note

Total Bills received Rs. 65,608/-

Purchase Order

 09-02-2023 11:16:26 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			
SFS Hardware	**Doc No**	93210	186432
30-26,III Floor,Plot no 36,Burhani Housing Society,RTC Colony,Tirumulgery,Secunderabad-15	**Doc Date**	26-10-2022	
	Quote No	Nil	
GSTIN 36BJJPG3515K1Z6	**Quote Date**	26-10-2022	
9550505717	**SupplyType**	Supply	

Kind Attn : Mr Khuzem

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	784800 - HARD-Hardware - MS Coupler-- - 40MMD - Nos *40mm x 60mm*	1,000.00	105.00	0.00	18.00	123,900.00
				Total Order Value . . .		**123,900.00**

Rupees : One Lakh(s) Twenty Three Thousand Nine Hundred Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	100% Advance
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Nextopolis Sy No 230 to 243, plot no 11, turkapally, shamirpet, medchal Phone. .
Penality For Delay	5% penalty for delay in delivery beyond due date.
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	1,23,900/-RTGS/NEFT
Other Terms	Payment will be made only after inspection of material.Above order for site purpose.
Completion Date	NA
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 invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

Accepted the above Terms And Conditions

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

For ***SFS Hardware***

Authorised Signatory

Date : __/__/___

Name : __________

Name : __________

GST INVOICE

S HARDWARE -26 3rd FLOOR PLOT NO 36 RHANI HOUSING SOCIETY RTC COLONY MULGHEERY HYDERABAD 500-015 bile : 9550505717 **mpany's GSTIN: 36BJJPG3515K1Z6**	**Invoice No : 341** Delivery challan no : **Dated: 27-12-2022** Dated : PO NO : **93210 - 186432** PO Date : 26-10-2022
yer: **s. DR.NRK BIOTECH PRIVATE LIMITED** no 11 TSIIC Industrial Area, Turkapally Medchal lerabad Telangana 500078 **yer's GSTIN : 36AACCD2775Q1Z3**	**Despatched Through :** **BY HAND / DRIVER** Despatched Date : 27-12-22 State Code: **36**

o	Description of Goods	HSN	Quantity	Rate	GST %	Amount
	MS COUPLER SIZE : 40 X 60 MM HEAVY	7308	250.00 NOS	105.00	18.00%	26,250.00
	TRANSPORT CHARGES :					2,000.00
					TOTAL :	**28,250.00**
			Total Tax Amount:	5085.00	**CGST @ 9 %**	2,542.50
					SGST @ 9 %	2,542.50
					Round off	0.00
					Grand Total	**33,335.00**

CFME-17100

INWARD
9667 27/12/22
115536 28/12/22
PVT LTD

ount Chargeable (in words)

: THIRTY THREE THOUSAND THREE HUNDRED AND THIRTY FIVE ONLY

mpany's Bank Details

rrent A/c No : 630805161164
nk Name : ICICI BANK LIMITED
SC Code : ICIC0006308
anch : KARKHANA BRANCH

claration

declare that this invoice shows the actual price of the goods scribed and that all particulars are true and correct.

is is a computer generated Invoice / Subject to Secunderabad Juridiction.

For SFS HARDWARE

Authorised Signatory

GST INVOICE

S HARDWARE)-26 3rd FLOOR PLOT NO 36 RHANI HOUSING SOCIETY RTC COLONY IMULGHEERY HYDERABAD 500-015 ıbile : 9550505717 **mpany's GSTIN: 36BJJPG3515K1Z6**	**Invoice No : 340** Delivery challan no : **Dated: 26-12-2022** Dated : PO NO : **93210 - 186432** PO Date : 26-10-2022
ıyer: **/s. DR.NRK BIOTECH PRIVATE LIMITED** ɔt no 11 TSIIC Industrial Area, Turkapally Medchal ɾderabad Telangana 500078 **ıyer's GSTIN : 36AACCD2775Q1Z3**	**Despatched Through : BY HAND / DRIVER** Despatched Date : 26-12-22 State Code: **36**

No	Description of Goods	HSN	Quantity	Rate	GST %	Amount
1	MS COUPLER SIZE : 40 X 60 MM HEAVY	7308	250.00 NOS	105.00	18.00%	26,250.00
	TRANSPORT CHARGES :					1,100.00
					TOTAL :	**27,350.00**
			Total Tax Amount:	4923.00	**CGST @ 9 %**	2,461.50
					SGST @ 9 %	2,461.50
					Round off	0.00
					Grand Total	**32,273.00**

TIME-17:00

INWARD
Inward no: 2666 Dt: 27/12/22
MRN No: 115535 Dt: 28/12/22
Received by: [illegible] Sign:
DR NRK BIOTECH PVT LTD

ımount Chargeable (in words)

ts: THIRTY TWO THOUSAND TWO HUNDRED AND SEVENTY THREE ONLY

ompany's Bank Details

ɔurrent A/c No : 630805161164
ıank Name : ICICI BANK LIMITED
FSC Code : ICIC0006308
ıranch : KARKHANA BRANCH

For SFS HARDWARE

Authorised Signatory

eclaration

Ve declare that this invoice shows the actual price of the goods escribed and that all particulars are true and correct.
This is a computer generated Invoice / Subject to Secunderabad Juridiction.

Purchase Order

 26-10-2022 10:57:43 AM

93210
18.10.22 2:23:36

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

Supplier Details			
SFS Hardware	**Doc No**	93210	186432
30-26,III Floor,Plot no 36,Burhani Housing Society,RTC Colony,Tirumulgery,Secunderabad-15	**Doc Date**	26-10-2022	
	Quote No	Nil	
	Quote Date	26-10-2022	
9550505717	**SupplyType**	Supply	

Kind Attn : Mr Khuzem

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST%**	**Amount**
1	784800 - HARD-Hardware - MS Coupler-- - 40MMD - Nos *40mm x 60mm*	1,000.00	105.00	0.00	18.00	123,900.00
				Total Order Value . . .		**123,900.00**

Rupees : One Lakh(s) Twenty Three Thousand Nine Hundred Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	100% Advance
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Nextopolis Sy No 230 to 243, plot no 11, turkapally, shamirpet, medchal Phone.
Penality For Delay	5% penalty for delay in delivery beyond due date.
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	1,23,900/-RTGS/NEFT
Other Terms	Payment will be made only after inspection of material.Above order for site purpose.
Completion Date	NA
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 invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

For MDs APPROVAL
- ☑ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☐ Other

APPROVED BY
26 OCT 2022
SOHAM MODI
MANAGING DIRECTOR

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	341	27/12/22	33,335
2.	340	26/12/22	32,273/-
3.			
4.			
5.			

Accepted the above Terms And Conditions

For *SFS Hardware*

For *DR.NRK Biotech Private Limited*

Authorised Signatory

Name : 26/10/22

Name :

Date : Bmt, 58,292/-

Contact

Requisition Form						
Company Name:	Dr.NrkBioTechPvtLtd	Date:	22.10.2022			
Site & Phase :	Nextopolis	Time:	18:20			
Unit No./Block No.	main building					
Supplier:		Req. No.	186432			
Material required before date:	very urgent	ID No.	80802			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD4627-Hardware-GI Swivel Coupler---40X60MM-Nos	1000		1000		
2						
3						
4						
5	93210					
6						
7						
8						
9						
10						
Remarks:	Towards slab-3 bracing purpose.					
	Engineer	for Project Manager		Purchase		MD
Prepared By:	S.Shravya					
Approved By:	C.Balamuralikrishna					
Sign & Date:	22.10.2022					

23/10/22