PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	12/5/23	Prepared by	V. RAVI	Serial no.	17543
Supplier name	Jyothi Bamboos & Merchants Hub			HO inward no.	
Firm/Company	Dr. NRK	Project	Nexopolis	HO received date	
PO/WO date	17/8/22	PO/WO No.	91059.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	165	17/8/22	~~2500-00~~ 1200-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1200-00
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 115647 — Proof of delivery matches MRN	☑ Yes ☐ No
Amount B – Other Credits : Transportation charges	1300-00
Amount C – Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	2500-00
Amount E – PO / WO value:	1200-00
Amount F – Difference (A – E):	1300-00
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	15/5/23
Remarks:	Transportation charges extra & final bill, close this P.O

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		(signed)	(signed)		
Date		12/5/23			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY 12 MAY 2023 SOHAM MODI MANAGING DIRECTOR

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.

MODI PROPERTIES PVT. LTD. S'BAD — INWARD No. 1936 Date 12/5/23 Sign.

NRK

Form for closure of purchase order

PO no. 91059	PO date: 17/08/22	Req no.: 186317	Advice Scan ID
Barcoded PO available □Y/N	Invoice original available □Y/□N/Copy available		POD available □Y/□ N

Data required from site/engineers:		
MRN nos related to PO	115647	
□ 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: Full material received.		

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

Prepared by: Shravya.S	Sign:	Date: 10/5/23

Data required from accounts:		
□ Checked with E&D for receipt of bills.		
☑ Bills not received against this PO.	□ Part bill received against this PO.	□ All bills received against this PO.
□ Advance paid 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: Bills not received against this PO

Prepared by: Ch. Divya	Sign: Divya	Date: 10/05/23

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.	165	17.08.22	2500-w	115647
2.				
3.				

Remarks: Need MD's approval for enclosed invoice.

Prepared by: Ravi	Sign:	Date: 11/05/23

Advice by MD - action to be taken.

☑ Get certified bill from supplier (not original).		□ Prepare bill in SSLLP 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
11 MAY 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 10-05-2023 16:22:39 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			
Jyothi Bamboos Ballies & Mats Merchants	**Doc No**	91059	186377
1-30, Laxmi Sai Gardens, Opp.ZPSchool, Malkajgiri, hyderbad500047	**Doc Date**	17-08-2022	
	Quote No	nil	
GSTIN 36BFEPR0104QIZA	**Quote Date**	04-08-2022	
9246802999	**SupplyType**	Supply	

Kind Attn : MR.N.Anand Rao

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	848900 - TOOL-Tools - Bamboo ladder-- - 3600mm - Nos	2.00	600.00	0.00	0.00	1,200.00
					Total Order Value . . .	**1,200.00**

Rupees : One Thousand Two Hundred Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	Within 7 days of delivery & production of bill
Tax	Inclusive of all taxes
Delivery Date	With in 5 days
Delivery Location	Nextopolis Sy No 230 to 243, plot no 11, turkapally, shamirpet, medchal Phone. .
Penality For Delay	Nil
Transportation	Extra
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming quality and specifications .Above order for site 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 invoices must be sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email.

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

Authorised Signatory

Accepted the above Terms And Conditions

For ***Jyothi Bamboos Ballies & Mats Merchants***

Name :

Date : __/__/____

36BFEPR0104Q1ZA DELIVERY CHALLAN Cell : 9246802999
HSN : 4401 9866688832

JYOTHI

BAMBOOS, BALLIES & MATS MERCHANTS

జ్యోతి

బ్యాంబూస్, బల్లీస్ మరియు మ్యాట్స్ మర్చంట్స్

.1-30, Laxmi Sai Gardens, Opp. Z.P. School, Malkajgiri, Hyderabad, Telangana - 47.

050 Date 17/8/2022

D.R. NRK BIotech PRivate Limited

PONO 91059

r.: Shravya 9676246895

S. No.	PARTICULARS	SIZE	QUANTITY
	PO		
	Bambos ladder	10 ft	2

INWARD

Inward No: 2289	Dt: 17/8/22
MRN No: 115697	Dt: 30/?/22
Received By:	Sign:

DR NRK BIOTECH PVT LTD

s once sold will not be taken back or Exchanged

Signature

CASH/CREDIT MEMO

GSTIN : 36BFEPR0104Q1ZA
HSN : 4401

Cell : 9246802999
9866688832

JYOTHI

BAMBOOS, BALLIES & MATS MERCHANTS

జ్యోతి

బ్యాంబూస్, బల్లీస్ మరియు మ్యాట్స్ మర్చంట్స్

నెం. 1-30, లక్ష్మీ సాయి గార్డెన్స్, జడ్.పి. స్కూల్ ఎదురుగా, మల్కాజిగిరి, హైదరాబాద్, తెలంగాణ - 500 047.

No.1-30, Laxmi Sai Gardens, Opp. Z.P. School, Malkajgiri, Hyderabad, Telangana - 500 047.

No. 165

Date : 17/8/2022

Sri DR NRK Biotech Privat limited

S. No.	PARTICULARS	RATE	AMOUNT Rs.	Ps.
	PONO 9105 Dt 17/8/2022 DCNO 0050 Dt 17/8/2022			
1)	2 BamBoos laddr	600/-	1200	
2)	Talhut		1300	
		Tot	2500	

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No.
Date
Sign

"TRUE COPY"

Jyothi Bamboos, Ballies & Mats Merchants
1-30, Laxmi Sai Garden's Opp: Z.P. SChool
Malkajgiri Hyd-500 047. T.S.

Goods once sold will not be taken back or Exchanged

Signature