ADMIN-AUDIT / PURCHASE DIVISION
Advice for Credit to Supplier - Manual

Date:	24/09/24	Prepared by	N.NARENDER	Serial no.	
Supplier name				HO inward no.	
Firm/Company	DT-NRK	Project	Nentopolly	HO received date	
PO/WO date	03.02.2023	PO/WO No.	96740	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	231	22.02.2023	6,814	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	—	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:	3407-00
Amount E – PO / WO value:	6,814-00
Amount F – Difference (A – E):	3407-00
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	Next Week.
Remarks: 50% Advance paid, full material received at site.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		N.Narender			
Sign:		[signature]			
Date		24/04/24			
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.

APPROVED BY
28 SEP 2024
SOHAM MODI

Admin-Audit Division

Form for closure of purchase order - Manual

PO no.	96740	PO date	01.30.2023	Req. no.:		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	–

☐ 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 mateial received (Lifts installation in progress)

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:S.Shravya	Sign:	Date: 9/6/24

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: 3408/- Date of payment: 08/02/23

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				

Remarks by Accountants:

Prepared by: Rukmini	Sign:	Date: 27/09/24.

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.	231	22.08.2023	6,814-00	–
2.				
3.				
4.				
5.				

Remarks: Full material received at site, Need your MD approval for Closing PO.

Prepared by: Ravi	Sign:	Date: 24/09/24

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:

[illegible] Ph: 040-27157218

CASH / CREDIT MEMO

Kaveri Timber Depot

Dealers in : Burma Teak, Indian Teak, African Teak, Salwood, Non-Teak, Moulding & Plywood.

Plot No. 2, ECIL Road, IDA, Nacharam, Hyderabad - 76.

No. 231 Date: 22.02.2023

M/s DR. NRK ESOTECH PRIVATE LIMITED

GST.NO: 36AAICD2775Q1Z3, TURKAPALLY, HYD MEDCHAL MALKAJGIRI

Sl.No.	PARTICULARS	Qty.	C.Ft./C.M.	RATE	AMOUNT Rs.	Ps.
3921	WPC DOOR FRAME without Threshold					
	100x63 - 760MMx2150 -	2No's	@2887.50		5775 -	00

"TRUE COPY"

E. & O.E.

TOTAL	5775 -	00
CGST 9 %	519	75
SGST 9 %	519	75
IGST %		
TOTAL AMOUNT GST	6814 -	50

Party GSTIN No.

Way Bill No. :

Vehicle No. :

HDFC Bank
A/c No. [illegible]
IFSC Code : [illegible]
Branch : [illegible]

* Goods once sold will not be taken back.
* [illegible] will be admitted by us once goods delivered from our premises.
* Interest rate @ 24% will be charged of this bill, if not paid within a week time.

For Kaveri Timber Depot

Purchase Order

 24-09-2024 4:19:27 PM

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
TIN No. : 36AACCD2775Q123

Supplier Details			
Kaveri Timber Depot Plot No. 2, Sy.no. 52 & 54, Road No.7, IDA Nacharam, Hyderabad - 500076. 9441723939	**Doc No**	96740	186524
	Doc Date	03-02-2023	
	Quote No	Nil	
	Quote Date	30-01-2023	
	SupplyType	Supply	

Kind Attn : Mr. Laxman Patel

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	VAT%	Amount
1	396900 - DOOR-Doors - Door frame without threshold -WPC-100X63 - 760Wx2150Hmm - Nos *17.5Rft*	2.00	2,887.50	0.00	18.00	6,814.50
					Total Order Value . . .	**6,814.50**

Rupees : Six Thousand Eight Hundred Fourteen and Paise Fifty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of WPC door frames, main door frames section size 5"x21/2, Internal door section size 4"x21/2",Rs236 per rft main door and Rs 195 per rft internal door frame, NO making charges , making is our responsibility.
Payment Terms	50% Advance ,50% after delievery
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.
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Rs.3,408/-by RTGS/NEFT
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order formain block 1st floor use Purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	Original invoice +copy of proof 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 sie office . proof of delivery/DC can be sent by emai

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

Authorised Signatory

Accepted the above Terms And Conditions

For ***Kaveri Timber Depot***

Name : ______________________

Name : ______________________

Date : __/__/____