PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	16/5/22	Prepared by	[illegible signature]	Serial no.	
Supplier name	PRITANICA PRINTERS			HO inward no.	
Firm/Company	Civil Research Center	Project	[illegible]	HO received date	
PO/WO date	11/5/22	PO/WO No.	88158	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	550	3/5/22	2,350/-	□ 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.:	107316	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:	2,350/-
Amount E – PO / WO value:	2,350/-
Amount F – Difference (A – E):	

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	23/5/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	[illegible signature]	APPROVED BY 17 MAY 2022 MANAGER-PROMOTIONS			
Sign:	[signature]	[signature]			
Date	16/5/22	17/5/22			
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.

TAX INVOICE CASH / CREDIT

Cell : 98495 58805
93987 02763

PRIYANKA PRINTERS

★ OFFSET PRINTING ★ SCREEN PRINTING ★ LETTER PADS
★ INVITATIONS ★ VISTING CARDS ★ ID CARDS ★ BROUCHERS ★ PHAMPLATES
★ OFFICE FILES ★ STICKERS ETC.,

9-5-80/2A, Anjaiaha Nagar, Old Bowenpally, Hyderabad - 500 011, Telangana State.
Email : priyankaprinters4@gmail.com

No. 550

Date : 3/5/22

M/s G.V. Research Centers pvt. Ltd.
M.G. Road, Secunderabad.

Party GSTIN.

Sl No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1)	Annexure - A Books		10	235=00	2,350=00

INWARD
Inward No: 99 Dt: 4/5/22
MRN No: Dt:
Received By: Samarjit Sign:
MODI PROPERTIES

E. & O.E.

Rupees Two thousand Three hundred fifty Only

Bank Details
Bank : Punjab & Sind Bank
A/c : 03191100022739
Branch : Secunderabad Park Lane
IFSC Code : PSIB0000319

CGST	—
SGST	—
TOTAL	2,350=00

GSTIN: 36AROPK5593K1Z0
Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

For PRIYANKA PRINTERS

K. Venu

For G V Reserch Centers Pvt Ltd

Accepted the above Terms And Conditions

Purchase Order

 13-05-2022 11:28:37 Orig

88158
27.04.22 12:24:12

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-50000
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
Priyanka Printers 1-4-5/37/A, Bholakpur, Hyderabad	**Doc No**	88158	167074
	Doc Date	11-05-2022	
	Quote No		
GSTIN -	**Quote Date**	11-05-2022	
9849558805	**SupplyType**	Supply	

Kind Attn : Mr. Venu

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	7646 - Stationery - printing - Receipt Books - other - nos *Annexure - A*	10.00	235.00	0.00	0.00	2,350.00
					Total Order Value . . .	**2,350.00**

Rupees : Two Thousand Three Hundred Fifty Only.

Terms and Conditions :-

Specification / Brand	Annexure - A
Payment Terms	Against Delivery & Production of bill.
Tax	All taxes included in above price.
Delivery Date	03-05-2022
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for staff identification purpose.
Completion Date	16-05-2022
Measurment	Nil
Security	Nil
Remarks	

For ***G V Reserch Centers Pvt Ltd*** Accepted the above Terms And Conditions