

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		8/6/23		Prepared by		Salman		Serial no.			
Supplier name		Priyanka Bhatnagar						HO inward no.			
Firm/Company		Civ Research		Project		Cure		HO received date			
PO/WO date		12/5/23		PO/WO No.		12008		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	651	30/5/23	3900	☒ 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.:	20230602006	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:

Amount E - PO / WO value:

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	12/6/23

Remarks:

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Salman				
Sign:	8/6/23				
Date					
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.



PRIYANKA PRINTERS

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

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

Date : 30/5/23

No. 651

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

Party GSTIN.

Party GSTIN.		HSN Code	Qty	Rate	Amount	
Sl No.	PARTICULARS				Rs.	Ps.
1	Innopolis Flat Files		200	19.50	3900	00

INWARD	
Inward No: 142	Dt: 01/6/23
MRN No:	Dt:
Received By: Samarjit	Sign: 
MODI PROPERTIES	

E. & O.E.

Rupees... Three thousand Nine hundred only	Bank Details Bank : Punjab & Sind Bank A/c : 03191100022739 Branch : Secunderabad Park Lane IFSC Code : PSIB0000319	CGST	—
		SGST	—
		TOTAL	3900 = 00

GSTIN: 36AROPK5593K1Z0
Composite Scheme

For **PRIYANKA PRINTERS**

K. Venk

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

Purchase Order

Original

Our Company:

GV Research Centers Pvt. Ltd
5-4-187/3&4, 11nd Floor, Soham Mansion, M.G. Road
Secunderabad, TELANGANA, 500003
GSTNO:36AAHCG4562D1ZP

Delivery Location: Innopolis

Sy no-542, Genome Valley, Thurkapally, Hyderabad,
Hyderabad, Telangana, 500078
Madhu, 7981951035

Supplier Details

Priyanka Printers
9-5-80/2A, Anjiah Nagar, Old Bowenpally, Hyderabad
Hyderabad, TG, 500011
GSTIN:36AROPK5593K1Z0
Mr. Venu, 9849558805

PO No	20230512008	Quote No	
PO Date	12 May 2023	Quote Date	15 May 2023
Supply Type		Requisition Num	20230512004

SNo.	Item Name	Addl Spec	Qty	Rate	Dis%	Taxable Amount	GST%				IGST AMT	CGST AMT	SGST AMT	Amount
1	PROM7255-Promotions-Files-Pre Printed--100nos-		200.00	19.50	0%	3,900	IGST%	CGST%	SGST%		0	0	0	3
	Nos						0%	0%	0%		0	0	0	3
Total Amount ...														2

Rupees in words : Three Thousand Nine Hundred Only.

Terms and Conditions:-

Additional Specifications

Flat files for Innopolis

Tax :

Inclusive of GST and other taxes.

Delivery Date :

Within ___ days of PO

Delivery Location :

As given above.

Transport:

By Vendor or Purchaser

Advance Paid :

Nil. / ___ % of PO value.

Payment Terms :

Within ___ days of delivery and on submission of bills.

Bill submission:

Proof of delivery & original invoice must be delivered to Second floor, Soham Mansion, M.G. Road, Secunderabad- 03. Do not send to