PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	19-6-23	Prepared by	S. JaySudha	Serial no.	19563
Supplier name	Venkataramana and Binding	Stationery works		HO inward no.	
Firm/Company	Cresentia Labs	Project	GV One	HO received date	
PO/WO date	31-3-23	PO/WO No.	20230331049	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	028	6-4-23	18,880/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	18,880/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	20230408034	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:	18,880/-
Amount E – PO / WO value:	18,880/-
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	26-6-23
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		20 JUN 2023			
Date		MINISH PARIKH MANAGER PROCUREMENT			
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.

Scan Id:- 139073

TAX INVOICE

doubt

Ph: 040-27842572
Cell: 9849360076 / 9966518678

VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books Stationery & Xerox Paper Etc. Available

1-5-85, General Bazar, Secunderabad - 500 003 E-mail: venkatramana.bindingworks@gmail.com

To,
M/s. Crescentia Labs

to be generated MRN

Order No. 20230331048 Date

Delivery Challan No. 20230331049 Date

Bill No. 2023/24 028 Date 6/4/23

GSTIN 36 AADCB 2608 M1Z0

Sl No.	PARTICULARS	HSN Code	Qty.	Rate	12% GST	18% GST	0%-5% GST	Amount Rs.	Ps.
1	concrete Tape Hardvan		200	80		16000			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14	MRN-NO — 20230408034								
15									
16									
17									
18									
19									
20									
				Total					
				Sub Total		16000			
				CGST		1440			
				SGST		1440			
				Grand Total		18880		18880	

INWARD
Inward No: 1458 Dt: 08-04-23
MRN No: Dt:
Received By: Suraj Sign:
CRESCENTIA LABS PVT LTD

Rupees ....

SUMMIT SALES LLP R.R. DIST.
IN WARD No. 108690
Date 12/4
Sign.

Receiver's Signature & Seal

GSTIN : 36AEJPP5811M1Z2

Terms & Conditions
Goods once sold will not be taken back
Interest @ 2% p.m. If not paid within 30 days time
Subject to Secunderabad Jursidiction

THE COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.
RTGS / NEFT CODE COSB0000069 A/C No. 069100102707

For VENKATARAMANA STATIONERY AND BINDING WORKS

Signature