PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6/7/2020	Prepared by:	K. R. Charyulu
PO/WO no.	68105	PO / WO Date.	19/6/2020
Supplier Name	Venkataramana Stationery & Binders	PO/WO amount	318/-
Firm/Company	GVRC	Project	Innopolis
Sl. No.	Bill No.	Bill Date	Bill amount
1.	145	22/6/2020	318/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			318/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	—	—	80545	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
Amount B –Other Credits :_				—
Amount C –Other Debits :_				—
Amount D (D=A+B-C) – Amount to be credited to the supplier:				318/-
Amount E – PO / WO value:				318/-
Amount F – Difference (A – E):				—

Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Other (explained below)
Is difference between PO / Bill acceptable?	~~□ Yes □ No (explained~~ below)
Excess / short material received	~~□ Approved – within ac~~ceptable limits □ No (explained below)
Close PO / W?O	☑ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	~~□ Yes – Rs.____/-~~ □ No
Payment – due date	13/7/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 06 JUL 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	6/7/2020	6/7					

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

TAX INVOICE

Ph: 040 - 27842572
Cell: 9849360076

VENKATARAMANA STATIONERY AND BINDING WORKS

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

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

To
M/S. G.V. Reserch centery PVT LTD
M.G. Road (Sec-Bad)

GSTIN 36AAHCG4562D1Z8

Order No | Date
Delivery Challan No | Date
Bill No. 145 -20-21 | Date 22/6/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	2Q Register		6NO	45		270			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: 1501 Dt: 24.06.20
MRN No: 80545 Dt:
Received By: Sign:
G.V. RESEARCH CENTERS PVT. LTD.

Rupees...

Total					
SUB Total		270			
CGST		24.30			
SGST		24.30			
Grand Total		318.60		318	60

Receiver's Signature & Seal

MODDI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 6692
Date 1/7/20
Sign.

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 Jurisdiction.

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

Purchase Order

 19-06-2020 16:09:51 Origi

68105
20.06.20 3:01:16

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
Venkatramana Stationery & Binding works 1-5-85, General Bazar, Sec-Bad -500 003.	**Doc No**	68105	163046
	Doc Date	19-06-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	19-06-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7576 - Stationery - other - Register - other - nos *Notes register*	6.00	45.00	0.00	18.00	318.60
					Total Order Value . . .	**318.60**

Rupees : Three Hundred Eighteen and Paise Sixty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. 9502211011
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for staff use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

19/06/2020

Name : ____________________

Contact ...

Accepted the above Terms And Conditions

For ***Venkatramana Stationery & Binding works***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	GVRC	Date:	17.06.20
Site & Phase :	INNOPOLIS	Time:	16.00
Supplier		Req. No.	163046
Material required before date:	URGENT	ID No.	57735

No	Description	Size	Quantity	Units	Inward No	Date
1	Box files(blue,black,red)	-	3	No's		
2	A4 sticker paper	A4	1	Pkt		
3	Ruled registers(200pages) — 68105	STD	6	No's		
4	Post it pads (multi colours)	-	20	Pkts		
5	Clear files 68122	A3	5	Pkts		
6	Labeling cards stickers	STD	1	Pkt		
7						
8						
9						
10						

Remarks: for site office use purpose.

APPROVED
19 JUN 2020
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	P.Harini	Approved by	Venkatesh
Sign.& Date	17.06.20	Sign. & Date	17.06.20

Note: On receipt of material at site write inward number and date in last 2 columns.