

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 27/11/20		Prepared by: NEHA.C	
PO/WO no. 71952		PO / WO Date. 27/11/20	
Supplier Name Venkataramana Stationary & Binding		PO/WO amount 354/-	
Firm/Company Giv Research Center's Pvt Ltd		Project works	
Sl. No.	Bill No.	Bill Date	Bill amount
1	598	16/11/20	354/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges): 354/-			
Sl. No.	DC No	DC. Date	MRN No.
1.			85392
2.			
3.			
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: 354/-			
Amount F - Difference (A - E): GST-18% 354/-			
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 acceptable limits ☐ No (explained below)	
Close PO / WO		☒ Yes ☐ No - wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes - Rs. /- ☒ No	
Payment - due date		28/11/20	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	27/11/20	28/11	

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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: venkataramana.bindingworks@gmail.com

To
M/S. G.V. Research Centers Pvt LtdOrder No 71952 Date

Delivery Challan No Date

GSTIN 36AAHCG4562 D22PBill No. **598-20-21** Date 16/11/2020

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	mousepad		10	30		300		
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

INWARD

Inward No: 2087 Dt: 17/11/20MRN No: 85392 Dt:Received [Signature] Sign:

G.V. RESEARCH CENTERS PVT. LTD.

Rupees.



Receiver's Signature & Seal

Total

SUB Total

CGST

SGST

Grand Total

300

27

27

354

354

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

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07-11-2020 13:55:45

Orig



71952

30.10.20 4:46:11

From Company : **G V Reserch Centers Pvt Ltd**

5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500002

G S T No. : 36AAHCG4562D1ZP

Supplier DetailsVenkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.**GSTIN** 36AEJPP5811M1Z2

27842572

9849360076

Doc No	71952	163239
Doc Date	07-11-2020	
Quote No	Nil	
Quote Date	07-11-2020	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3517 - Computers and Peripherals - Mouse pad - NA - nos	10.00	30.00	0.00	18.00	354.00
Total Order Value . . .					354.00

Rupees : Three Hundred Fifty Four 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**Penalty 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 Stock use purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Name : _____

Date : __/__/__

Contact :-

Requisition Form

Company Name:		GVRC		Date:		07.11.2020	
Site & Phase :		INNOPOLIS		Time:		10:30	
Supplier				Req. No.		163239	
Material required before date:			urgent		ID No.		61352
No	Description	Size	Quantity	Units	Inward No	Date	
1	Mouse pads	STD	10	No's			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks : For Site office purpose.							
Prepared By		Radhika		Approved by		VENKATESH.G	
Sign.& Date		07.11.2020		Sign. & Date		07.11.2020	

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