

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 28/11/20		Prepared by: NEHA.CH	
PO/WO no. 72190		PO / WO Date. 17/11/20	
Supplier Name Venkataramana Stationery		PO/WO amount 188.81	
Firm/Company GVR		Project Rangoles	
Sl. No.	Bill No.	Bill Date	Bill amount
1	604	17/11/20	188.81
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			188
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.			85393 ☐ Yes ☐ No
2.			☐ Yes ☐ No
3.			☐ 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:			188
Amount E - PO / WO value:			188
Amount F - Difference (A - E): GST-18%			
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 / W/O		☒ Yes ☐ No - wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes - Rs. ___/- ☒ No	
Payment - due date		30/11/20	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	28/11/20	28/11/20	

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 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. 1,00,000/-. 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 Ltd
M.G. Road

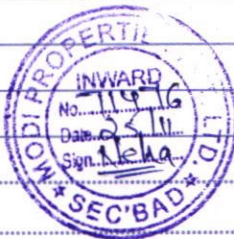
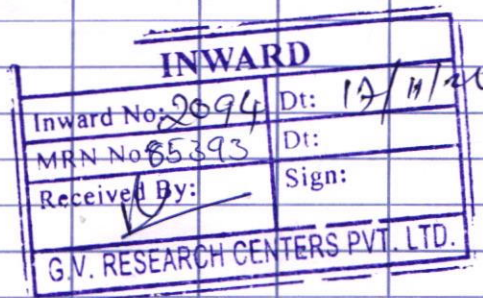
Order No 72190 Date 17/11/20

Delivery Challan No Date

GSTIN 36AAHCG4562D12P

Bill No. 604-20-21 Date 17/11/20

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Book cover binding		2	80		160		
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								



Rupees.....

Total	160	
SUB Total		
CGST	14.40	
SGST	14.40	
Grand Total	188.80	188.80

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 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

Purchase Order



72190

06.11.20 4:56:38

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17-11-2020 2:30:15 PM

Orig

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 72190 163253

Doc Date 17-11-2020

Quote No Nil

Quote Date 17-11-2020

SupplyType Supply

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4030 - Consumables - Fruit packing cover - other - pkts	2.00	80.00	0.00	18.00	188.80
Total Order Value . . .					188.80

Rupees : One Hundred Eighty Eight and Paise Eighty Only.

Terms and Conditions :-

Specification / Brand As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Already delivered

Delivery Location Innopolis
Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana
Phone. 9502211011

Penalty For Delay Nil

Transportation Cost 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 switches 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 : __/__/__

Requisition Form

Company Name:		GVRC		Date:		16.11.2020	
Site & Phase :		INNOPOLIS		Time:		17:00	
Supplier				Req. No.		163253	
Material required before date:			urgent		ID No.		61588
No	Description	Size	Quantity	Units	Inward No	Date	
1	Fruit packing cover	STD	02	No's			
2							
3							
4							
5							
6							
7							
8							
10							
Remarks : For new conference room Electrical switch boards covering purpose.							
Prepared By		Radhika		Approved by		VENKATESH.G	
Sign. & Date		16.11.2020		Sign. & Date		16.11.2020	

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

