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	188.8/-
Firm/Company	GVRC	Project	Inopolis
Sl. No.	Bill No.	Bill Date	Bill amount
1	604	17/11/20	188/-
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 / WO	☑ 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	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	DSL					
Date	28/11/20	30/11					

otes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach ditional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see achment'. 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 nsport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. ,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 centers Pvt Ltd
M.G. Road

GSTIN 36AAHCG4562D1ZP

Order No 72190 Date 17/11/20

Delivery Challan No Date

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

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

INWARD
Inward No: 2094 Dt: 17/11/20
MRN No 85393 Dt:
Received By: Sign:
G.V. RESEARCH CENTERS PVT. LTD.

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 11976
Date 25/11
Sign. Neha

Total	160	
SUB Total		
CGST	14.40	
SGST	14.40	
Grand Total	188=80	188=00

Rupees...

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

Signature

Purchase Order

 17-11-2020 2:30:15 PM Orig 72190

06.11.20 4:56:38

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	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	17-11-2020	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	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
Penality 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

Name : ______________

Accepted the above Terms And Conditions

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

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	72190					
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.

APPROVED
17 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE