PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/01/2021	Prepared by:	T.D. Murthy
PO/WO no.	73255	PO / WO Date.	24/12/2020
Supplier Name	Venkatramana Stationery & Binding Works	PO/WO amount	Rs. 269/-
Firm/Company	GV Discovery Centers PVT LTD	Project	119,191 Synergy Square 1
Sl. No.	Bill No.	Bill Date	Bill amount
1.	789	07/01/2021	Rs. 269/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 269/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	789	07/01/2021	87345	☑ Yes ☐ No
2.	-	-	-	☐ Yes ☐ N
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:				Rs. 269/-
Amount E – PO / WO value:				Rs. 269/-
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 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	**23/01/2021**
Remarks:_	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 19 JAN 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	19/01	19/1					

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

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. Discovery Center PVt Ltd
M.G. Road

GSTIN 36AAHCG4940K1ZC

Order No 73255 Date 24/12/20
Delivery Challan No Date
Bill No. 789 20/21 Date 7/1/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Stamp Pad		2	30	60				
2	Long Note Book		3	60	180				
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Invoice No 335 Dt: 08-01-2021
MRN No 83346 Dt: 14.1.21
Received By:
Discovery Center PVt Ltd

Total	240	
SUB Total		
CGST	14.40	
SGST	14.40	
Grand Total	268=60	268=60

Rupees......

Receiver's Signature & Seal

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 73346
Date 13/1

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

 24-12-2020 10:50:20

73255
23.12.20 11:29:46

From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-5
G S T No. : 36AAHCG4940K1ZC

Supplier Details			
Venkatramana Stationery & Binding works 1-5-85, General Bazar, Sec-Bad -500 003.	**Doc No**	73255	13133
	Doc Date	24-12-2020	
GSTIN 36AEJPP5811M1Z2	**Quote No**	nil	
27842572 9849360076	**Quote Date**	24-12-2020	
	SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7592 - Stationery - other - stamp pad - NA - nos *Stamp pad ink -Red ,Blue*	2.00	30.00	0.00	12.00	67.20
2	7543 - Stationery - other - Long Note Book - NA - nos *Single rule-100pages*	3.00	60.00	0.00	12.00	201.60
					Total Order Value . . .	**268.80**

Rupees : Two Hundred Sixty Eight and Paise Eighty 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	119, 191 Synergy Square 1 . Phone. .
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 Stock maintanance purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *G V Discovery Center Pvt Ltd*
Authorised Signatory

Name : 24/12/2020

Contact - -

Accepted the above Terms And Conditions
For *Venkatramana Stationery & Binding works*

Name : ______________

Date : __/__/__

Requisition Form

Company Name:	GVDC	Date:	23-12-20
Site & Phase:	SYNERGY 119,191	Time:	11.00 Hrs
Material required before date:	26-12-20	Req. No.	13133
		ID No.	62540

No	Description	Size	Quantity	Units	Inward No	Date
1	Stapler Pins	HP-45	02	Box		
2	Stapler Pins	No-10	02	Box		
3	Scale		03	No's		
4	Binder Clips	Medium	04	Boxes		
5	L-Folder	73245	06	No's		
6	Whitner		02	No's		
7	Paper weights		02	No's		
8	Legal Paper (white) 265		01	Bundle		
9	Extension Box (Anchor)		01	No's		
10	Stamp Pad Ink (Red & Blue) 30×2	50 Ml	02	No's		
11	Long Note Register (Single Rule) 60/-	100 Page	03	No's		

Remarks: for Site Office Use.

Prepared By:	Vineetha Reddy	Approved by	V.Ravi
Sign.& Date	23-12-20	Sign. & Date	23-12-20

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

APPROVED
24 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT