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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15-04-21	Prepared by:	NEHA
PO/WO no.	75639	PO / WO Date.	17-03-21
Supplier Name	Venkatramana stationery & Binding works	PO/WO amount	2,124/-
Firm/Company	GVRC	Project	Innopolis
Sl. No.	Bill No.	Bill Date	Bill amount
1	009	2-4-21	2,124/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	/	/		□ 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:	2,124
Amount E – PO / WO value:	2,124
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	19-04-2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 16 APR 2021 MINISH PARIKH				
Date	15/4/21	15/4					

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: venkatramana.bindingworks@gmail.com

To M/S. G V Reserch Centers Pvt Ltd

GSTIN 36 AA HCG 4562 D1ZP

Order No 75639/163405 Date 17/3/2021

Delivery Challan No Date

Bill No. 2021-22 009 Date 2/4/2021

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Sheet Protector A1	3926	100 no	5	Not received	500		
2	" " A2	3926	100 no	5	Not received	500		
3	" " A3	3926	100 no	5		500		
4	Fevistick	3506	15	20		300		
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
				Total				
				SUB Total		1800		
				CGST		162		
				SGST		162		
				Grand Total		2124		2124-00

A1 A2 Material not received

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 76724 Date 8/4 Sign.

INWARD
Inward No: 2785 Dt: 3/4/21
MRN No: 90885 Dt: 08/
Received By: Sign:
G.V. RESEARCH CENTERS PVT. LTD.

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

 17-03-2021 12:07:02 C

75639
15.03.21 12:26:21

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-5000
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
Venkatramana Stationery & Binding works	**Doc No**	75639	163405
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	17-03-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	17-03-2021	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7571 - Stationery - other - Projects folder - NA - nos *A1*	100.00	5.00	0.00	18.00	590.00
2	7571 - Stationery - other - Projects folder - NA - nos *A2*	100.00	5.00	0.00	18.00	590.00
3	7571 - Stationery - other - Projects folder - NA - nos *A3*	100.00	5.00	0.00	18.00	590.00
4	7528 - Stationery - other - Fevistick - NA - nos	15.00	20.00	0.00	18.00	354.00
				Total Order Value . . .		**2,124.00**

Rupees : Two Thousand One Hundred Twenty 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
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 office use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

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

Authorised Signatory

Name : ____________________

Contact - -

Name : ____________________

Accepted the above Terms And Conditions

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

Date : __/__/____

Requisition Form

Company Name:	GVRC	Date:	16.03.2021
Site & Phase :	INNOPOLIS	Time:	14.09
Supplier		Req. No.	163405
Material required before date:		ID No.	64909

No	Description	Size	Quantity	Units	Inward No	Date
1	DRAWING COVERS 5	A1	100	NOS		
2	DRAWING COVERS 5	A2	100	NOS		
3	DRAWING COVERS	A3	100	NOS		
4	FEVISTIC		15	NOS		
5						
6						
7	75639					
8						
9						
10						

Remarks : For office use purpose			
Prepared By	MOUNIKA	Approved by	VENKATESH.G
Sign.& Date	16.03.2021	Sign. & Date	16.03.2021

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

APPROVED
18 MAR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

APPROVED BY
18 MAR 2021
G. Venkatesh
Project Manager