PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/6/21.	Prepared by:	Prabhakar
PO/WO no.	77611	PO / WO Date.	11/6/21
Supplier Name	Venkataramana Stationery	PO/WO amount	1321.60
Firm/Company	GVRC	Project	Innopolis
Sl. No.	Bill No.	Bill Date	Bill amount
1	266	11/6/21	1321.60
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1321.60

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/Charges	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	1321.60
Amount E – PO / WO value:	1321.60
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	5/7/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		PS					
Date		29/6/21					

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. GV Research Centers Pvt Ltd

GSTIN 36AAHCG4562D1ZP

Order No 77611/163530 Date 11/6/2021

Delivery Challan No [redacted] Date

Bill No. 2021-22 266 Date 24/6/2021

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Cello Tape		56no	20		1120			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Total					
SUB Total		1120			
CGST		100.8			
SGST		100.8			
Grand Total		1321.6		1321	60

Rupees...

Receiver's Signature & Seal

RESEARCH CENTERS PVT. LTD. SEC'BAD
No. 81469
Date 24/6

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

09/06/2021.

Sri Venkatramana Stationaries

Plastic Wrap - 02 Buntles
1Mtr / 2'feet

Abro Tapes 3/4 - 50 No's

With out Dc's.

INWARD

Inward No: 3692	Dt: 9/6/21
MRN No:	Dt:
Received By:	Sign:

G.V. RESEARCH CENTERS PVT. LTD.

Purchase Order

14-06-2021 4:38:24 PM

77611
15.06.21 10:50:24

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**	77611 163530
	Doc Date	11-06-2021
GSTIN 36AEJPP5811M1Z2	**Quote No**	Nil
27842572 9849360076	**Quote Date**	11-06-2021
	SupplyType	Supply

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7514 - Stationery - other - Cello Tape - other - nos *Packing tape*	56.00	20.00	0.00	18.00	1,321.60
					Total Order Value . . .	**1,321.60**

Rupees : One Thousand Three Hundred Twenty One and Paise Sixty 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 forsite use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	.

For *G V Reserch Centers Pvt Ltd*

Authorised Signatory

Name :

Name : ____________________

Accepted the above Terms And Conditions

For *Venkatramana Stationery & Binding works*

Date : __/__/____

Requisition Form

Company Name:	GVRC	Date:	08.06.2021
Site & Phase :	INNOPOLIS	Time:	12:10
Supplier:		Req. No.	163530
Material required before date:		ID No.	66538

No	Description	Size	Quantity	Units	Inward No	Date
1	Packing tape	Std	50	Nos		
2	Masking tape	Std	50	Nos		
3						
4	77611					
5						
6						
7						
8						
9						

APPROVED
12 JUN 2021
MINISH PARIKH
MANAGER PROCUREMENT

Remarks : For Site use purpose.

Prepared By	J.Soundarya	Approved by	Ratnadeep.NG
Sign.& Date	08.06.2021	Sign. & Date	08.06.2021

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